



June 30, 2020

To: All Roper Pump Employees

COVID-19 has brought many changes to our daily lives. Although all office employees are expected to return to the office effective July 1, we would like to take measures to avoid 100% of the employees from being in the offices at the same time. As such, managers will allow office employees to work from home periodically, if the work allows it. Please work with your manager on a schedule that works best for your department and provides support for our business.

As always, the safety and well-being of our employees is the #1 priority. We have completed the review of the "Resuming Business Toolkit" distributed by the CDC. We are identifying areas for improvement as well as areas to strengthen the actions we have already taken.

To keep everyone updated on COVID-19 issues here at Roper Pump, we have had one confirmed case in our Houston facility. The employee has now fully recovered. Because the individual practiced social distancing and took care to follow CDC guidelines while at work, the virus was not transmitted to other employees. There have been zero confirmed cases in our Commerce, GA location. The case in Houston serves as a reminder that the continued focus on social distancing and cleaning our areas is critical to limiting the exposure of COVID-19 at our company. As such, please see below our guidelines of returning to the office, as well as actions we will continue to take to support the health and safety of our employees.

- We will continue cleaning and sanitizing of restrooms and common areas – conducted multiple times during the work day
- We have provided hand sanitizer and disinfecting wipes at all work areas. Refill bottles can be found the following areas: main employee breakroom (Commerce & Houston), Roper Pump front office by the mailboxes, and in the Hansen office near the copier. Notify HR or your supervisor if you need disinfecting wipes for your work area.
- Employees are expected to follow handwashing guidelines recommended by the CDC.
- No gathering in common areas such as breakrooms, kitchens, etc.
- For in-person meetings, all conference rooms will have masks for use when meetings are being conducted (see below for more guidelines on use of masks in the facility)
- We continue to encourage Zoom meetings in lieu of in-person meetings where appropriate and effective.
- Employees should not share individual office items such as phones,



pens, staplers, etc.

- Before and after use of copiers, please wipe the touch pad with a Clorox wipe (provided at all copiers)
 - We will be installing an air disinfecting system that will reduce the amount of virus, bacteria, and mold in the air and on surfaces in the training room and main employee breakroom in Commerce. We will continue to assess areas for placement of additional units..
- Masks: As a reminder the CDC recommends masks be worn when you cannot maintain social distancing of at least 6 feet and while participating in meetings in enclosed spaces to reduce exposure to virus-containing respiratory droplets, which can remain airborne in a room without outside air circulation for several hours.
- When you are working in your work area, a mask is not required. If you leave your work area or someone is in your work area and the 6 feet distancing cannot be followed, please wear a mask.
 - All training classes and meetings not attended by zoom, participants will be asked to wear a mask while in the room. We have installed mask dispensers in every conference room for this purpose.
 - Your manager or HR can also provide you with a new mask as needed.

Before you come to work each day, ensure that you are healthy:

- Please notify your supervisor and stay home for the following reasons:
- You are sick
 - You are experiencing COVID-19 symptoms (fever, cough, shortness of breath)
 - You have been around someone with COVID-19 symptoms
 - You have reason to believe you may have COVID-19

In the next two weeks, we will be updating our COVID policy, which we communicated in the spring of this year.

Please know that we are available to answer any questions that you might have. If you have concerns about returning, please reach out to HR or our Employee Assistance Program at workhealthlife.com. Although we recognize that these extra safety procedures are not always comfortable, please remember they are temporary. This is what we must do for now to keep our employees safe, and we look forward to a time with this pandemic is a thing of the past.

We look forward to seeing everyone again.

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