



December 11, 2020

RE: COVID-19 UPDATES

To: All Roper Pump Company Employees (GA & TX)

Yesterday afternoon, we were notified that one of our office employees at our Commerce facility had tested positive for COVID-19.

After contact tracing, we have identified 10 Roper Pump Company- GA employees who have been in proximity to this employee. All of the employees were wearing masks at the time, which reduces the likelihood of transmission, but does not eliminate it. As a result:

1. All areas where the employee worked were roped off last night to prevent any additional employees from being exposed.
2. All areas were sanitized and cleaned by this morning.
3. All exposed employees have been told to quarantine at home until they either have a negative COVID test or are cleared to return to work by a doctor.
4. We will facilitate mandatory COVID- 19 testing for the exposed employees. HR (Katy Semanson/Dana Kinney) will facilitate scheduling to have the tests conducted after a four day waiting period (per medical guidelines) to ensure effective testing.

Additionally, with positive cases rising in our area, it is prudent we take immediate steps to limit additional exposure. Effective immediately, all office employees should return to working from home through December 31st, 2020. We will review positive case trends at that time to determine when/if we will return employees to the office in January 2021.

There is no change to the operations work schedule at this time.

Maintaining a safe environment and business continuity will take everyone working together. As a reminder, below are actions each of us can take to keep our workforce safe. It is even more critical than ever that all employees remain prudent in following these steps.

What steps you can take:

- **Stay at home, if you are sick:** If you or a family member become ill and start to show the following symptoms, do not come to work: Fever, Cough, and Shortness of Breath. If you or a family member continue to have these symptoms and remain undiagnosed, do not come to work. Work with your manager and Human Resources to review options as well as documentation needed for approved time off.
- **Avoid close contact with people who are sick.**
- **Avoid touching your eyes, nose, and mouth.**
- **Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**
- **Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.**
- **Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.**

You may review more information regarding the COVID-19 virus on the CDC website:
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Sincerely,

DocuSigned by:



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Diane F. Edwards
President
Roper Pump Company