



July 21, 2020

TO: All Roper Pump Company Employees

We were recently informed by one of our Commerce office personnel that they have tested positive for COVID-19. This employee contracted it from their spouse, who previously tested positive. Neither the employee nor their spouse are hospitalized, and both are recovering at home.

The employee has not been at the facility for over three weeks at the time they tested positive. This is the 2<sup>nd</sup> confirmed COVID-19 case at Roper Pump and the first in the Commerce facility.

We would like to remind everyone to please contact Human Resources for any of the following situations:

- 1) They have been exposed to someone either within their household or outside who has COVID-19 symptoms and/or is being tested for COVID-19 due to their symptoms
- 2) They have COVID-19 symptoms themselves whether or not they have been tested
- 3) They have tested positive for COVID-19 whether or not they have symptoms

By contacting Human Resources, we are able to assist in the following ways:

- 1) Next steps after positive results or exposure (work from home, request for leave, etc.)
- 2) Eligibility under the CARES Act
- 3) Returning to work (required documentation, test results, etc.)

We will continue to communicate positive cases within our company, the last time the individual was in the facilities, and other information as relevant to all of us. We will not communicate names of employees to maintain confidentiality.

Our efforts to keep our employees safe will continue to limit exposure in the facility. All employees have been given cleaning and sanitizing materials as well as masks to wear when outside their work areas and when attending meetings. Employees are asked to contact HR if they need additional cleaning materials or masks.

Sincerely,  
Diane F. Edwards  
President – Roper Pump Company