

March 16, 2020

Dear HF Group employees,

HFG's top priority is the health and safety of our employees. As the Coronavirus (COVID-19) outbreak continues to evolve, I want to share with you the most current information that is available to us.

The CDC continues to report that the immediate risk to the general public remains low at this time. It is important to note that most people are much more likely to become ill with a cold or flu than to be exposed to COVID-19.

We remind employees to practice proper hygiene and encourage diligent handwashing.

As a reminder, to prevent any virus, people are reminded to take many of the same steps they do to prevent colds and the flu, including:

- **Wash hands often with soap and water for at least 20 seconds**
- **Cover coughs and sneezes**
- **Stay home when feeling sick**
- **If you are experiencing flu like symptoms, please let your manager know, and do not come to work.**

Please stay at home if you:

- Have had a fever, vomiting, or diarrhea within the past 24 hours
- Are being treated for a contagious illness (such as strep throat, flu, bronchitis) and you must remain at home until on antibiotics for a full 24 hours.

Employees who have a fever (higher than 100.4) may not return to work until 24 hours of being fever free without antipyretics (i.e. Tylenol/Motrin).

Please note, that in the next 1-2 days, we will be doing a thorough cleaning of our break and lunch areas of our facilities... and those areas will be closed and off limits to employees. It is part of our efforts to minimize any mingling. Everyone will be allowed to eat at their workstations until further notice.

Please be assured that while we remain focused on continued service to our customers, we also are focused on the health and safety of our HF Group family.

Sincerely, *Jay Fairfield*