

Louisiana Cat Guidance to Employees on Coronavirus Disease (COVID-19)

The following information and recommendation is applicable to all employees of Louisiana Machinery Company, LLC. who travel both domestically and internationally for company business or personal reasons. The Coronavirus outbreak is a rapidly changing situation and should be monitored closely. The safety, health and well-being of the Louisiana Cat team is our top priority. This guidance document should be considered policy that evolves as the situation changes.

What is coronavirus?

Coronavirus is a new respiratory virus that originated in Wuhan, China. The virus is contagious and potentially fatal. It is suspected that it is transmitted through coughing and sneezing by infected individuals. At the present time, there is no vaccine, cure or specific treatment.

The incubation period, or the time interval from infection to onset of symptoms, is from two to 14 days. During this period, an individual can be infected and spreading the disease although they may not be experiencing the signs and symptoms of the virus.

Individuals infected with coronavirus have displayed the following symptoms:

- Mild to severe respiratory illness
- Fever
- Cough
- Difficulty breathing

Recommended Travel Guidelines?

Employees are encouraged to avoid non-essential international travel. Employees should also use caution and discretion before attending mass gatherings of people such as trade conferences and concerts. Employees should avoid travel to highly affected countries, areas, and communities where person-to-person spread of COVID-19 has been detected. Employees must notify their supervisor before planning travel to an affected area. If an employee is asked to travel to or work in an area in which they feel uncomfortable because of a risk of exposure, they should share their concern with their supervisor and determine whether or not the task is essential.

What if I Have Traveled to an Affected Area?

Employees returning from travel to affected areas should remain away from work for 14 days after leaving the affected area. This includes both work and personal travel. During this time, employees should self-monitor for any symptoms of coronavirus. Even if not symptomatic, employees should consult a health care provider to confirm that they are not infectious before returning to work. Coronavirus medical leave and release to work should be coordinated through the HR Department.

What if You Have Symptoms After Exposure?

If you exhibit symptoms of coronavirus within two weeks of traveling from an affected area, you should immediately contact a health care professional and mention your recent travel. If you

have had close contact with someone exhibiting coronavirus symptoms who has recently traveled from an affected area, you should call ahead to a health care professional and mention your close contact and the person's recent travel. Your health care professional will work with your state's public health department and CDC to determine if you need to be tested for coronavirus. Coronavirus medical leave and release to work should be coordinated through the HR Department.

Basic protective measures against the new coronavirus.

For the general American public, the immediate health risk from COVID-19 is considered low. This is a rapidly evolving situation and risk assessments will be updated as needed. Stay aware of the latest information on the COVID-19 outbreak, available on the CDC website and through your national and local public health authority. COVID-19 is still affecting mostly people in China and Iran with some outbreaks in other countries. Most people who become infected experience mild illness and recover, but it can be more severe for others. Take care of your health and protect others by doing the following:

- Wash your hands frequently
- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- Maintain social distancing
- Maintain at least 3 feet distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose and mouth

Practice Respiratory Hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. If you have fever, cough and difficulty breathing, seek medical care early. Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.