



The Anderson-DuBose Company

Dear Associates,

I wanted to give you all an update and communicate how we are working to mitigate risks during this time of COVID-19. It is hard to get away from the news and everyone's individual opinions on TV and social media, but if we continue to focus on the facts and follow a few simple rules we can all feel safe coming to work each day.

"Social Distancing" guidelines are being followed at AD in order to mitigate risk of spreading illness. According to Merriam-Webster, the definition of social distancing is: "the practice of maintaining a greater than usual physical distance from other people or of avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection."

We have put practices in place to mitigate our risk and follow social distancing guidelines. They are as follows:

- No non-essential visitors or meetings at the DC until we revisit and authorize
- No restaurant visits until further notice
- Breaks for all associates to be split up to limit the amount of people in the cafeteria at any given time
- Internal discussions are being done via conference call with no more than 2 associates in an office
- Splitting up shift start up meetings for warehouse associates to eliminate congestion pre and post shift.
- Sanitizer stations placed at entrances/exits and congregation areas
- Additional cleaning of common areas, door handles, etc.
- Clorox wipes being utilized on equipment, in trucks and offices
- Information regarding hand washing and social distancing on TV screens in hallway
- No hand-shaking or physical contact - Please reference social distancing
- Exploring and enacting alternate work possibilities for specific positions outside the DC

We all have a role to play in keeping our workplace safe. Thank you for your continued attention to the steps above.

Please do not hesitate to bring any concerns you have to Linsey Gray in the Human Resources Department via phone (440.542.3406 or 330.883.8076) or in the office.

If you want more information or have questions please visit the CDC website at www.cdc.org OR call the Anthem 24-Hour Nurse Line → 1-800-337-4770