



The Anderson-DuBose Company

Dear Associates,

In an effort to keep everyone connected during the COVID-19 pandemic we wanted to share the following information:

- We will be having companywide conference calls **every Friday at 3pm** for all associates. The theme of the calls is: **"We Are in This Together #ADStrong"**
 - **Dial in number: 1-844-474-0925 Participant Code: 48846041**
- Our new website **A-D.NEWS** is being updated regularly with information regarding the COVID-19 situation and AD. Please check the website often and reach out with any questions.
- Review the processes we have put in place to lead and encourage Social Distancing guidelines.

We continue to emphasize and follow government guidelines regarding "Social Distancing" for essential industries. 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 added the following steps to emphasize social distancing guidelines. They are as follows:

- No non-essential visitors or meetings at the DC.
- Breaks for all associates split up to limit the amount of people in the cafeteria at any given time.
- Internal discussions are being conducted via conference call with limited associates in an office or conference room.
- 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 throughout the building.
- 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