



To: All Employees
From: Jerry Gething
RE: AAIS COVID-19 Update
Date: 25 March 2020

All-American Intelligent Solutions, Inc. is committed to keeping our employees safe, healthy and protected while we endure the novel coronavirus/COVID-19 pandemic together.

We continue to monitor the facts, recommendations and updates as they are released by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and state, local and federal government officials to keep our employees informed and prepared.

We are taking the following actions to protect our employees and prevent the spread of the virus:

- Prohibiting all visitors, carriers and truck drivers from entering the premises (excluding the cleaning crew)
- Increasing the frequency and scope of office cleaning/sanitizing by both an outsourced cleaning crew and our own employees
- Adjusting work schedules for all personnel which reduces the number of employees on site
- Continuing to practice good personal hygiene and safe social distancing

All employees can help protect their crewmates, their families and themselves by adhering to the following mandatory procedures:

- Upon arriving to work, all employees are required to wash their hands.
- All employees are required to wash their hands after using the restroom, handling trash, coughing or sneezing, before leaving for a jobsite and upon returning from a jobsite.
- All crews/employees are responsible for ensuring vehicles are cleaned and sanitized twice a day. This includes using a sanitizing cleaning product and wiping down all controls, knobs, buttons, door handles (interior and exterior) and steering wheels.
- All employees are responsible for ensuring commonly handled objects and frequently used surfaces are cleaned and sanitized after use. This includes door handles, light switches, meeting tables, chair arms, computers (to include keyboard, monitor and mouse) and phone handsets.
- All employees are required to use discretion when feeling ill or experiencing symptoms. The bottom line is: **IF YOU ARE SICK, STAY HOME**. Additionally, employees who have immediate family members living in their home who are displaying symptoms or are sick, should also stay home. If your children or immediate family are sick, contact your medical provider and follow their recommendations. If you ignore this advice and go to work visibly ill, you will be instructed to leave.

- All employees are required to maintain safe social distancing. This requires allowing at least six feet of distance between you and another person to avoid transmission of the virus.
- Avoid touching your face, mouth, nose and eyes.
- Avoid social gatherings of groups of ten or more.
- Avoid discretionary travel; your travel restriction letter (AAIS COVID-19 Travel Restriction Letter, 23 March 2020) only allows for commuting between your home and the warehouse. The Governor of Maryland has restricted all travel that is not essential.
- You are obligated to disclose information about potential exposure to your employer so that we can immediately conduct contact tracing to mitigate the potential spread to other employees with whom you may have had contact.

Statistics have proven that even if you are otherwise healthy you are not immune to the virus and all age groups are at risk for infection. Your choices can increase the risk for yourself and others, so it is critical that you follow the advice of medical professionals, state and local authorities and All-American Intelligent Solutions, Inc. management.

Your health and that of your family are our primary concern. The COVID-19 outbreak is a rapidly developing situation and we are working hard to keep our employees safe, informed, protected and prepared.

