



January 6, 2022

Dear Coworkers,

On January 4, 2022, the Center for Disease Control & Prevention issued new guidelines regarding COVID quarantine and isolation practices. We are updating our COVID responses to align with the latest CDC guidelines, which can be viewed at <https://www.cdc.gov/>.

We have also updated how we will communicate positive COVID cases. Beginning today, we will no longer send wire or text messages about each positive COVID case. Instead, supervisors and managers will receive an email with COVID case details, and they will begin contact tracing as soon as possible. The weekly COVID graph will be solely housed on the employee website under "COVID-19 Updates."

Please be mindful when bringing outside visitors of any kind on-site and follow these simple steps:

1. Twenty-four hours prior to visitor arrival, ask the following questions:
 - Have you had any signs or symptoms of COVID in the past 48 hours?
 - Have you been in close contact with anyone with COVID19 in the past ten days?
 - Have you had a positive COVID-19 test in the past ten days, or are you awaiting the results of a COVID-19 test?
2. If all answers to questions are "no," the visitor is approved to come onsite.
3. If any answers to questions are "yes," please review with Human Resources prior to visitor arrival.

If you have any questions regarding this information, contact your supervisor or a member of Human Resources.

Human Resources Contacts: Kristin Britton 417-575-9389, Jennifer Hohensee 417-575-9292, or Lauren Robins 641-342-5521 (Iowa).

On behalf of the Company,
Kellie Jayne