



1901 Popular St. N.E., Route 74/76, P.O. Box 1080, Leland, NC 28451
(910) 371-3184, fax (910) 371-5580 www.cacoatings.com

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To: Coatings & Adhesives Employees

In light of the COVID-19 (coronavirus) pandemic, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address several business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations during this pandemic.

For most people in the United States, including most types of workers, the risk of infection with COVID-19 is currently low.

The symptoms of COVID-19 are similar to the flu with **fever, coughing and shortness of breath**. Infected people can spread COVID-19 through their respiratory secretions, especially when they cough or sneeze. According to the CDC, spread from person-to-person is most likely to occur between people who are in close contact with one another (about 6 feet).

Person-to-person spread is thought to occur mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. It may be possible for someone to touch a surface or object with the virus on it and then touch their nose or mouth and become infected, but this is not the main way the virus spreads, according to CDC and other health experts.

We encourage all employees to cooperate in preventing the transmission of the COVID-19 virus by adopting the following practices to protect their health and the health of their families:

- First and foremost, stay home if you are sick or experiencing symptoms.
- Practice “social distancing” staying between 3-6 feet apart.
- Avoid close contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water aren't available, use an alcohol-based sanitizer that is at least 60% alcohol.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.



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- If you are experiencing symptoms, utilize United Concierge Medicine (1-844-484-7362) to schedule a free phone or virtual appointment. This will allow you to avoid exposing others and still get a medical evaluation of your symptoms.

At this time, we will be asking that all non-essential on-site meetings with vendors and suppliers be cancelled. All vendor visits will require pre-approval. We are discouraging visits from family members to the facility unless it is an emergency. Lastly, consider bringing lunch from home to eliminate another potential source of exposure during the workday.

We'll continue to share information as it becomes available and do our best to keep you informed about what we are doing as a company and how best to prevent the spread of the virus.