



March 18, 2020

## COVID-19 EMPLOYEE NOTICE

Valued Employee,

The safety of all NRE employees and families is our main concern.

NRE has established a COVID-19 Task Force. The Task Force is monitoring the Coronavirus status through the Centers for Disease Control (CDC) website at <https://www.cdc.gov/coronavirus/2019-ncov/index.html>. NRE is following the guidelines issued by the CDC, and will work closely with federal, state, and local governments.

This COVID-19 Task Force contingency plan is on-going and we will continue to implement basic infection prevention measures, guidance, and collect & distribute information about the impacts of COVID-19 as it affects our NRE family.

NRE intends to continue to operate as normally as possible during this time of uncertainty. In order to keep NRE a safe working environment, we require all employees to follow the CDC guidelines, which are as follows:

1. **Wash Hands Frequently.**  
Wash hands often and thoroughly with soap and water for at least 20 seconds. Or use a hand sanitizer that contains at least 60% alcohol.
2. **Cover Mouth & Nose when Sneezing or Coughing.**  
Cough and sneeze into your elbow or a tissue. Throw used tissues in the trash.
3. **Don't Touch Eyes, Nose, or Mouth with Unwashed Hands.**
4. **Avoid Close Contact with People.**
5. **Stay at Home If You Are Sick, Except to Get Medical Care.**  
Call your doctor's office, hospital, or emergency clinic before you arrive and tell them your symptoms.
6. **Clean and Disinfect Frequently Touched Surfaces Every Day.**  
This includes workstations, tools, door handles, computers, phones, and desks.
7. **Wear a Face Mask If You Are Sick or Are Caring for Someone Who is Sick.**



Symptoms of COVID-19 include a **Fever, Cough, and Shortness of Breath**. If you feel you have these symptoms or believe that you are sick with COVID-19, call your doctor, emergency clinic, or a hospital as soon as possible.

**Do not report to work if you have symptoms of COVID-19, flu or cold symptoms, or are sick.**

Depending on severity of the situation, NRE may be required to restructure production, reschedule shifts, restrict work-related travel, regulate gathering size, and take other contingency actions. We ask that you be patient and flexible during this time of uncertainty.

At this time NRE operations will continue as normal until further notice. NRE appreciates your dedication during this time of uncertainty and our goal is to continue working safely and Moving NRE Forward. NRE needs your continued contribution to keep our workplace a safe and healthy environment.

Following the CDC guidelines and keeping open communications during this time will be critical.

**We will get through this situation by working together.**

Thank you,

A handwritten signature in blue ink, appearing to read 'S. Beal', is written over the 'Thank you,' text.

Steven Beal  
NRE CEO