

March 11, 2020

To: All Atlantic

**FROM RUSTY & WES: COVID-19 MORNING UPDATE**

We first want to assure everyone that we have faith that the COVID-19 will resolve itself in the coming weeks and encourage everyone to keep calm and stay informed as things continue to unfold. Your well-being is our top concern, and for that reason, we are going to implement some hopefully short-term measures to try to mitigate the risk of the virus impacting Atlantic and our customers. We primarily want everyone to stay very conscious of your own health situation and react appropriately if you begin to feel symptoms of the virus.

As a reminder, wash your hands often and use hand sanitizer. Refrain from shaking hands, hugs and other casual contact. If you do begin to show flu like symptoms, please stay home and notify your manager. Thank you for your increased vigilance around the spread of germs.

Until further notice, we are halting all commercial airline travel for technicians, equipment & audit specialists and other frequent work travelers at Atlantic.

Salespeople are encouraged to halt commercial travel, as well. If a salesperson feels they have a critical travel need, please speak to your manager before traveling. After the return trip, we are asking salespeople to self-quarantine at home for 14 days (recommendation of the CDC). We understand this is a tough policy, but we do not want to risk accidental spread of the virus at the branches.

Our IT group is preparing for the possibility that employees may need to work remotely if they are in quarantine. Hopefully, this is a precaution we won't need to utilize, but better to be prepared.

For all other employees, any vacation or other proposed travel that requires commercial airline flights, we would highly encourage employees to consider rescheduling. Again, if you have an extenuating circumstance, consult with your manager. We will most likely require the same 14-day self-quarantine if any commercial flights are involved.

Also, as recommended by the CDC, please try to avoid large crowds in close proximity (i.e. theme parks, concerts, sporting events, etc).

Obviously, this is a very fluid situation and we will continue to monitor closely. None of these decisions have been easy to make, but the safety of our employees is our #1 priority.

Please stay alert for further updates as things continue to evolve. Stay safe, Atlantic! Thank you for your understanding and attention through this unprecedented situation. We will all be hoping and praying for a swift end to the virus. Our thoughts are with the folks here and around the world that are currently being impacted directly.

Wes Carter