



Coronavirus Memorandum

Date: March 18, 2020

We continue to monitor the developments related to the spread of coronavirus (COVID-19). The health and safety of our associates and our community remain our top priority. BSC Industries has implemented several policies and precautions to help prevent or limit the spread of the virus. Those policies include but are not limited to, preventative hygiene, travel restrictions, restriction on visitors to BSC locations, and the suspension of visiting customer facilities.

To slow the spread of COVID-19 through U.S. communities, the U.S. Centers for Disease Control and Prevention has encouraged Americans to practice "social distancing" measures. Effective immediately, we will begin practicing social distancing at all BSC locations. But what is social distancing, and how will it be practiced at BSC Industries?

What is Social Distancing?

The CDC defines social distancing, as it applies to COVID-19, as "remaining out of congregate settings, avoiding mass gatherings, and maintaining distance (approximately 6 feet or 2 meters) from others when possible."

How will Social Distancing be practiced at BSC Industries?

All BSC associates will maintain a distance of 6 feet from each other. Here are guidelines to accomplish this goal:

1. Avoid in-person meetings. Use email and phone when possible, even when people are in the building.
2. Unavoidable in-person meetings should be done in a large meeting room.
3. Do not congregate in work rooms, lunchrooms, copier spaces, or other areas where people socialize.
4. Eat lunch at your desk or away from others.

For ongoing coronavirus updates, please refer to the [CDC website](#). We understand that this is a challenging time and apologize for any inconvenience this may cause. Thank you for your cooperation.