



FOR IMMEDIATE RELEASE TO ALL ASSOCIATE OWNERS

March 7, 2020

Hello everyone.

I have no doubt all of us are seeing an abundance of news and information on the coronavirus COVID-19. My purpose for this email is to let you know what we're doing at Parksite and to set up a means to keep everyone informed of how this affects us at work.

Let's start with education. There is an incredible amount of information swirling through the news; some of it fact based, some of it opinion and some of it speculation. The simple fact is, there is more we don't know about this virus than we do know and that's changing every day. We are setting up a Parksite information portal that all Associates can access that will be updated with new information as it becomes available. Access instructions will be coming out shortly. In the meantime, it's important to have access to credible information and two good sources are:

1. The Center for Disease Control and Prevention (CDC) COVID-19 site
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
2. The Mayo Clinic COVID-19 site
<https://www.mayoclinic.org/diseases-conditions/coronavirus/symptoms-causes/syc-20479963>

Both have very valuable, fact-based, information that is updated continuously. I highly encourage you to visit these sites for news and practical advice on prevention. These links will be on the Parksite information portal as well.

As for how this affects us at Parksite, we are paying very close attention to new information as it's discovered so our actions will change to respond accordingly. At this time we are adhering to the CDC's suggested actions that are primarily common sense preventative measures for the workplace:

1. Cover your mouth, preferably with a tissue, when coughing or sneezing.
2. If you feel sick, or display symptoms of a cold or the flu (fever, cough, shortness of breath), inform your supervisor and STAY HOME. Do not come to work until your symptoms subside and you are free of fever (oral temperature below 100 degrees) for at least 24 hours. Inform your doctor immediately. This is good advice always, and even more important now. Don't risk spreading whatever illness you have.
3. If you are a supervisor and you see someone at work displaying symptoms of a cold or the flu (fever, cough, shortness of breath), send them home immediately and contact HR so they can monitor the situation.
4. Wash your hands frequently, at work and at home. Use soap and water for at least 20 seconds or use 60% or higher alcohol content wipes or sanitizer. Both are effective. Avoid touching your eyes, nose or mouth if your hands aren't clean. Hand hygiene is the best common sense preventative action according the CDC.

Note: The next two items #5 and #6 are likely not practical right now with the shortage of available disinfectant products. We're looking for alternatives that may be available to us as a Company. In the meantime, just do your best. The less we are able to do #5 and #6, the more we'll do frequent hand washing.

5. In addition to our normal office cleaning services, wipe down the surfaces you frequently touch in your personal space, trucks and cars as frequently as you can. Use disinfectant products you would normally use at home.

6. In addition to our normal office cleaning services, choose one or two people in your location to wipe down highly used community surfaces like kitchen countertops, receiving counters, office and warehouse surfaces, etc. as frequently as you can. Use disinfectant products you would normally use at home. Create a schedule and rotate this responsibility among everyone in the office so the burden doesn't fall on only one person.

7. Do not travel, on business or personally, to any of the high-risk locations identified by the CDC. Today those include China, Iran, South Korea, Italy, Japan and Hong Kong. The CDC Covid-19 site continually updates this list so check it frequently.

8. At this time, the CDC has not suggested limiting domestic travel so neither are we. However, be thoughtful in your travel plans. If the trip isn't necessary, don't go; if it is then travel and follow good hand hygiene practices. If you are sick, notify your supervisor and do not travel. If you are scheduled to travel but feel uncomfortable doing so, inform your supervisor and do not travel. No Associate who is uncomfortable travelling due to COVID-19 concerns will be required to do so.

9. Some trade shows and events have been cancelled, many have not. Check with the event coordinator in advance to verify the event is being held. When attending events, follow good hand hygiene practices. If you are sick, notify your supervisor and do not attend. If you are uncomfortable attending, notify your supervisor and do not attend. No Associate who is uncomfortable attending an event due to COVID-19 concerns will be required to do so.

We're learning more about the virus every day, so we'll pay close attention and revise our practices at Parksite accordingly. To keep information centralized and consistent, please contact [Greg Wilt](#) with any questions. Look for the link to the Parksite information portal soon and check it regularly for news and updated information.

Ron

Ron Heitzman
CEO
Cell (630) 715-3338

Parksite
1563 Hubbard Ave., Batavia, IL 60510
tel (630) 761-6710 fax (630) 761-8314
www.parksite.com