

Memo

To:

From: James Mascaro

Date: 3/24/2020

Re: HAND SANITIZER FOR DRIVERS/HELPERS

As I am sure we can all agree, these past few weeks have been challenging and unprecedented times from the impact of the COVID-19 pandemic. But we will get through it together. Being listed by the U.S. Department of Homeland Security as “critical infrastructure” should bring us all great pride. Considering this, we, as a company, are continuing to take all feasible measures to protect against the spread of the coronavirus.

On Monday 4-5-2020, we will begin to roll out a hand sanitizer program for the Company’s drivers and helpers. We have identified these groups as valuable team members who don’t always have access to/or the ability to frequently wash their hands while performing their daily tasks. The CDC has identified constant handwashing and/or the use of hand sanitizers as important ways to stop the spread of the virus. We were fortunate to find a vendor who can provide us with the supply needed for this program, as hand sanitizer is extremely rare to find these days.

This program will be for a minimum of 4 weeks. Each division general manager will receive 2 weeks’ worth of inventory at a time. It is the responsibility of each division general manager to safeguard and hand out the hand sanitizer to drivers and helpers.

Each driver and helper will be given a 2oz bottle of gel hand sanitizer on Monday mornings. We are aware that the volume is limited, however, we feel this will help sanitize employees’ hands especially prior to eating. It is the employee’s responsibility to use this hand sanitizer as needed and not to lose the sanitizer.

Please contact me directly with any questions/concerns. Also, keep in mind that we have set up a special email account to field any virus questions (virusquestions@jpmascaro.com). Please feel free to send whatever questions, concerns or comments you may have, and we will

respond to them the best we can. We will also be posting information related to “Frequently Asked Questions” on our website (www.jpмасcaro.com).

Finally, I want to implore everyone to continue to diligently adhere to the personal precautions recommended to prevent the spread of the virus:

- Wash your hands frequently (with soap and water for at least 20 seconds).
- Use hand sanitizers.
- Avoid touching your face, eyes, nose or mouth.
- Avoid unnecessary contact, such as handshakes, and practice social distancing.
- Avoid close contact with people who are sick.
- Avoid large group gatherings.
- Let your supervisors know if you or your family is sick.

Thank you, all. Be safe.

James Mascaro
Director of Special Projects