



March 12, 2020

To: All Roper Pump Company (GA& TX), Hansen Technologies (GA), and FTI employees (GA)

Our leadership team is continually monitoring the status of COVID-19, also called novel coronavirus, with the health and safety of our employees in mind. We will follow the guidance of the federal Centers for Disease Control (CDC), the individual State Departments of Health and County Departments of Health as we evaluate conditions, make decisions and provide updated information to you regarding COVID-19.

For the time being, all operations/business will continue without interruption. The leadership is currently developing contingency plans, and we will continue to update everyone as developments occur.

What steps are we taking:

- ❖ **Prevention:** We have added additional cleaning times to the “high touch” areas.
 1. Additional cleaning and sanitizing times to break rooms and restrooms.
 2. Additional cleaning and sanitizing times to office areas.
 3. We will continue to provide hand sanitizers and anti-bacterial soap throughout the plant and in restrooms. If for some reason you are unable to find these items in the plant, please contact HR.
 4. Illustrations on proper hand washing and the proper way to cover your cough and sneeze will be posted.
- ❖ **Travel restrictions:** All non-essential travel is temporarily restricted. We will continue to monitor travel advisories and communications from the CDC. Please use Skype, Zoom, etc. whenever possible. All essential travel must be approved by VP level or higher.
- ❖ **Increase Communication Channels:** In the event there are changes, we will inform employees by using email and phone (this includes company email, personal email, and text via listed phone numbers). In addition to these methods, we are in process of establishing the following:
 1. **Roper Pump Company/Hansen Technologies Website Employee Link:** Employees will be able to access updates via an employee link on the individual company website (www.hantech.com; www.roperpumps.com).
 2. **Roper Pump Company/Hansen Technologies Information Call Number (TX/GA Only):** You may call our **Information Call Number (706-336-3323)** to get updates in the event we are instructed to modify our hours of operations. You will not be able to leave a message. This phone line is for information/updates only.

What steps you can take:

- ❖ **Stay at home, if you are sick:** If you or a family member become ill and start to show the following symptoms, do not come to work: Fever, Cough, and Shortness of Breath. According to the CDC, these symptoms can appear anywhere between 2-14 days after exposure. If you or a family member continue to have these symptoms and remain undiagnosed, do not come to work. Contact your manager and Human Resources to review options as well as documentation needed for approved time off.
- ❖ **Avoid close contact with people who are sick.**
- ❖ **Avoid touching your eyes, nose, and mouth.**
- ❖ **Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Use the inside of your elbow if you do not have a tissue readily available.**
- ❖ **Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.**
- ❖ **Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.** (Please see corresponding illustrations on the proper way to wash your hands)
- ❖ **Visitors:** Employees, who have visitors and/or customer meetings, are asked to send a general communication for meetings to be rescheduled or business to be conducted remotely in the event the visitor or employee is showing symptoms of the COVID-19 virus.

If you have any questions, please do not hesitate to contact Katye Semanson (Roper) or Dana Kinney (Hansen).

You may review more information regarding the COVID-19 virus on the CDC website:
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Handwashing and Hand Sanitizer Use

at Home, at Play, and Out and About



Germs are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

When should I use?

Soap and Water

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

Alcohol-Based Hand Sanitizer

- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
 - If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- * Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.



How should I use?

Soap and Water

- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.



Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

Note: Do not rinse or wipe off the hand sanitizer before it's dry; it may not work as well against germs.



For more information, visit the CDC handwashing website, www.cdc.gov/handwashing.