



April 7, 2020

Subject: Covid-19/Infectious Disease Plan update

To Whom It May Concern:

With new information related to Covid-19 continually being published and seeming to change on a daily basis, JP3 Measurement has developed and is committed to implementing a Covid-19/Infectious Disease Plan, as updated below, to minimize the spread of Covid-19 and to keep our employees, customers and vendors safe.

**JP3 Measurement Covid-19/Infectious Disease Plan**

1. JP3 monitors all announcements, regulations, and policies that are issued by the appropriate government agencies (federal, state and local), by the CDC, and by our customers, and is committed to communicating updates across the company and making them easily accessible to our employees for their reference and compliance. Employees may readily access these document via [Confluence](#) (see: People & Culture > Safety > Covid-19).
2. JP3 employees are strongly encouraged to follow [CDC recommendations](#) for prevention and containment of Covid-19.
3. During the current requirement for social distancing, the majority of JP3 employees are working remotely. Per standard procedure, the JP3 workplace is also cleaned and disinfected regularly during this time according to [CDC requirements](#).
4. Any JP3 employees required to travel and/or visit a customer site are required to review and confirm the JP3 Covid-19 Health Agreement, which consists of the following statements. Additionally, during the time of social distancing, any JP3 employees still reporting physically to the office for work are required to review and confirm the statements contained in the agreement.

- I have NOT returned from an affected\* country in the past 14 days.
- I have NOT been in close contact\*\* with anyone who is a resident of or visited an affected country in the past 14 days.
- I have NOT been in close contact\*\* with anyone showing symptoms of Covid-19 in the past 14 days.
- I do NOT currently have any flu-like symptoms such as fever, coughing, fatigue, or breathing difficulties.
- I have NOT been asked to self-quarantine by any doctor, hospital or health agency.

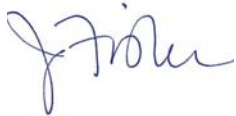
\* 'affected countries': Refer to [CDC Travel Information](#) for updates. All international travel currently requires a 14-day quarantine.

\*\* 'close contact' is defined by the CDC as: (a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case, or (b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

If a JP3 employee is unable to agree with these statements, he/she is expected to inform HR and his/her supervisor. The information will then be handled in a confidential manner which is appropriate to prevent further spread.

You are welcome to contact me with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer Fisher".

Jennifer Fisher  
Senior Director of People and Culture  
JP3 Measurement, LLC  
jfisher@jp3.com  
512-586-8842

