



March 27, 2020

To our valued employees,

Like all of you, the BHI Executive team is dealing with the rapidly changing impact of the COVID-19 virus and the national response. We are listening to our federal, state and local governments and the health experts at the Centers for Disease Control & Prevention (CDC) as we make decisions about travel and work. We are committed to protecting our employees, serving our customers, and doing all that we can to reduce the spread of the virus. I personally want to ensure that every member of the BHI team is informed of our efforts on an ongoing basis.

- We are continuing to work with our customers to reinforce existing screening and response procedures as well as protocols for dealing with the impact of outbreaks on our workload and employees.
- We are utilizing technology for customer and employee meetings and have extended our remote computer network to serve the needs of our customers and keep our teams working.
- We have limited all non-essential travel for employees at all levels of our company.
- We received confirmation of BHI Energy's Essential Critical Infrastructure Worker status for our employees.
- We are communicating on a regular basis with our teams to discuss both new and existing measures.

If you become ill, you should contact your supervisor who will then inform their reporting chain. Do not report to work. When you call in with symptoms to your supervisor, please provide as much information as possible, including your symptoms. This information helps us work with you and allows our leadership team to protect other co-workers as necessary.

Please help by self-monitoring for symptoms of fever, shortness of breath and coughing. Many of our customers are not allowing access if you have a temperature of 100.4F or greater. Some sites are taking temperatures at the entrance of the site. If you know you have a fever, please call your supervisor and don't come to work. All co-workers are expected to observe the CDC's travel guidelines.

Communication is key during this time. We remain open for business and actively serving our customers and are taking proactive steps to ensure that BHI remains in a strong position when things return to normal. We send special appreciation to the thousands of BHI team members who are currently either supporting a client's site, essential to the business working in one of our BHI offices or working remotely. We say thank you for your dedication and all your hard work during this challenging time.



Our desire is to be practical in our decision making and our actions. We have implemented a **COVID-19 hotline at 1-864-622-3634** with a recorded up-to-date message with any important changes, as well as posting our general notices on the www.bhienergy.com website in the News section and on the <https://www.bhienergy.com/employee-resources/> page. Please contact staysafe@bhienergy.com if you have questions. Attached are some useful CDC communications with factual information about the Coronavirus disease and action you can take. The most complete and recent information can be found at the CDC website at www.cdc.gov.

Sincerely,

Robert J. Decensi | *Chief Executive Officer*

CDC COVID-19 List of Symptoms

CDC COVID-19 What to do if you are Sick

CDC and EPA Virus Fighting Products List