

ANNOUNCEMENT

As you know, since the beginning of the pandemic, our number one priority has been to keep our employees safe and to safeguard our business. With your help, all of us have done a very good job on both fronts. Recently, there have been a series of developments related to the pandemic, including accelerated vaccination rates, new CDC guidance, various state and local orders or rules, and a variety of regulatory issuances. As a general matter, our preference has been to address new COVID guidance and information across the enterprise. However, each state, county and/or local municipality has authority to issue guidance, rules or regulations, which may not allow for a consistent approach in each jurisdiction. Nonetheless, we believe we are in a position to provide new guidance to our employees, which follows:

Mask-Wearing

Effective as of June 21, 2021, (i) vaccinated employees will not be required to wear a mask within our offices or facilities so long as they complete an attestation form verifying that they have been vaccinated; and (ii) unvaccinated employees will continue to be required to wear a mask within our offices and facilities. The foregoing is subject to state or local law, rule and regulation, which may have additional requirements. Of course, vaccinated individuals that prefer to wear a mask are certainly welcome to do so.

All other COVID protocols currently remain in effect within our offices and facilities; however, we need to be ready to pivot as further information or guidance becomes available.

Return to the Office

As mentioned above, throughout the pandemic, we have been very successful in keeping our employees safe across the enterprise, including those employees that work in our facilities every day. As part of this effort, we have been actively monitoring developments across jurisdictions and throughout the marketplace with respect to returning to the office.

As you know, in August of 2020, we implemented an A/B rotation for those working in our offices, which allowed our employees working remotely to begin returning to the office pursuant to this rotation. Over the past few months, as the vaccine roll-out has accelerated and COVID cases have dropped, many companies are accelerating their return to the office plans. As we communicated a couple of weeks ago and Chris re-iterated during the Town Hall last Thursday, we believe now is a good opportunity for us to accelerate a return of our own.

In that regard, effective as of June 21, 2021, employees that have been working remotely will be expected to return to the office **at least three days per week**, although we will continue to maintain the A/B rotation or similar rotations in our facilities, where applicable, for the time being. We understand that this transition back to the office may present some challenges at this time and we're prepared to address them. Moreover, this is not intended to change your current schedule if you already have been working in our facilities more than three days per week. We encourage you to speak with your manager about any potential issues and to ensure your team has appropriate coverage throughout the work week.

As stated above, for the time being, all other current COVID protocols, including social distancing, sanitizing, etc. will remain in effect. We appreciate your cooperation in implementing these policies and reiterate that we need to treat each other with respect as we navigate these unprecedented times.

If you have any questions or concerns regarding the foregoing, please contact your manager or local HR representative.