

The health and safety of our Holt family and all of our customers is of the utmost importance. Holt is closely monitoring the Centers for Disease Control (CDC), California Health Agencies, the World Health Organization (WHO) and other public health agencies for guidance in dealing with the COVID-19 (Coronavirus).

Our intent is to continue to take care of our customers and employees with a business as usual attitude, however, we are dealing with an extraordinary situation and must take steps over and above our safety culture.

Here are the instructions as of now:

- If any employee has the following symptoms: fever, cough and/or shortness of breath, this does not necessarily mean that you have COVID-19, however take precautions and **STAY HOME** or if you have come in contact with infected individuals, **STAY HOME**. Please notify your supervisor or their manager ASAP. In addition, you should contact your doctor for further instructions. The guidance we have received is to call your doctor and set up an appointment, do not just show up. Supervisors and managers, please let Human Resources know the employee's status.
- Implement a “**No Handshake, No Contact**” environment
- Keep your distance from others
- Cover your mouth for coughs and sneezes with tissue or your sleeve.
- Keeping hands clean is one of the most important things we can do to stop the spread of germs. Please make sure to wash your hands often. Lather and scrub hands for 20 seconds before rinsing. Use hand sanitizer when hand washing is not available.
- Avoid touching your eyes, nose and mouth

We are taking additional precautions in all locations and have asked our janitorial companies to disinfect commonly touched areas around our facilities, such as doorknobs, push bars and countertops. We will also have hand sanitizer and tissues available in all stores based on product availability, but again best precaution to eliminate spreading germs is to wash your hands often.

All of our stores are open for business during their regular hours to meet the needs of our customers. If anyone becomes aware of precautionary measures not being taken, please notify a supervisor or call Human Resources.

We are reviewing business travel on a case by case basis, if an employee is scheduled for a flight to a business event please contact the divisional Vice President.

Again your health is most important and the information on COVID-19 is evolving. If you have any questions, please contact Human Resources or the Safety department.

For more information on symptoms and prevention of COVID -19 please go to the CDC Website at [www.cdc.gov](http://www.cdc.gov).