

**INTEROFFICE MEMORANDUM**  
**WARD MANUFACTURING LLC**

DATE: December 13, 2021

TO: All Ward Employees

FROM: Pete Guidi  
President / CEO



RE: COVID-19 UPDATE

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The Company continues to require that masks be worn by all employees who have not been fully vaccinated. Unvaccinated and partially vaccinated employees must wear a mask while at work. Additionally, anyone who has had COVID-19 (verified through Health and Safety) is not currently required to wear a mask. "Fully vaccinated" is defined as individuals having received both doses of the Moderna or Pfizer vaccine or the single dose Johnson & Johnson vaccine, and having completed the two-week period after the last dose.

Health & Safety has compiled a list of those employees that have provided their vaccination status. If you are vaccinated and have not submitted proof of vaccination to Health & Safety, please consider doing so or we will be forced to consider you as unvaccinated and require you to wear a mask at work. **This is a mandatory requirement and will be enforced.**

Following the CDC and OSHA's guidance, because we have a mixed group of fully vaccinated and unvaccinated employees, social distancing is still required. Staggered start and stop times as well as break times will remain in place. Additional cleaning will continue as well.

Please continue to follow proper hygiene (washing hands frequently or using hand sanitizer, covering mouth/nose when coughing or sneezing etc.). Employees experiencing COVID like symptoms are still encouraged to stay at home and contact their personal care provider for advice.

Ward Manufacturing LLC continues to reserve the right to inquire as to the vaccination status of current employees, contractors, visitors, or vendors. Contractors, visitors, and vendors will still be required to wear masks while on site.

The safety and well-being of our employees and their families is of the utmost importance. We ask that each of you act responsibly for the safety of all. Thank you for your cooperation and consideration during these unique times.

fc: Local #304B Union President  
Outside Distribution

Post: December 13, 2021

Remove: Indefinite