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**From:** Curtis Blanton  
**Sent:** Tuesday, March 17, 2020 8:33 PM  
**Subject:** UPDATE: OVID-19 Update and Potential Exposures  
**Attachments:** ESS - Sanitizing Delivery System.pdf; Penetrexx - FAQ.pdf; 03.16.20\_coronavirus-guidance\_8.5x11\_315PM (1).pdf

**Importance:** High

Good Evening All Employees,

I am writing to provide an update and additional information regarding the coronavirus, the potential exposures today, and steps we are taking to ensure a safe working environment.

Myself and the leaders in the company carefully evaluated the CDC Interim Risk Assessment Guidance and the potential exposures today. We have determined that the risk of exposure according to the CDC information to be low but additional precautions under these circumstances will be taken. These safeguards and steps along with the CDC Environmental Cleaning and Disinfection Recommendations for Facilities Suspected/ Confirmed Interim Recommendations for Cleaning and Disinfecting Suspected Coronavirus were taken today to make certain that the risk is mitigated. We mobilized a team from professional cleaning company to clean, disinfect, sanitize the all areas in the building including all offices, kitchen, common areas, warehouse, bathrooms, and vehicles. All floors will be scrubbed and frequently touched surfaces such as switches, keyboards, phones, door handles, etc. will be disinfected. An antimicrobial protectant barrier will also be applied for extra protection. Work began today around 3:00 and is scheduled to complete by 11 PM tonight. Additional information about the treatment is attached.

Normal operations will resume in Lawrenceville tomorrow at 1:00 PM. All guidelines published by the CDC should continue to be followed.

No additional information is available from Spaces regarding the Battery Atlanta Office. Employees at that location should continue to work from home. No known close contact or prolonged direct exposure to the virus of any of our employees has been identified.

The global pandemic of Coronavirus is changing the way we do business and affecting all our lives.

**Tomorrow at 10 AM, the company will be hosting a live remote Zoom webinar.**

I will provide an update and details about the steps we are putting in place to continue to responsibly conduct business and maintain a safe working environment during this time. I believe that it is important that we are educated and aware of the information available so that we can continue to make responsible decisions. We will conduct a short educational session to inform you of the basic information and preventative measures available about the virus.

The company and both divisions will continue to maintain operations following information from the CDC, state local health authorities, and the attached President's guidelines. Information can found at the links below and attached.

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>  
<https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

*Below is the Zoom information. If you are unable to call in at the time, or have issues connecting, a recording of the webinar will be distributed immediately after the meeting.*