

Travel Advisory Update Letter

Dear Kimray Family:

As we continue to respond to the changing aspects of COVID-19, Kimray management wants our team members to stay safe on and off campus. **To assist you, we've revised our guidelines regarding travel.**

This includes:

- **If you are traveling outside the state or country, you must contact People & Culture** to make them aware of your departure as well as your return date.
- **If you will be traveling outside the state** or have family members in your home who do so, use your best judgment for the locations you will visit.
- **[Wear the appropriate Personal Protective Equipment \(PPE\) in crowded locations such as airports or areas with high people traffic.](#)**
- **When traveling, remember to check out your destination first**, as some [areas are designated COVID-19 hot spots by the Centers for Disease Control \(CDC\)](#). If you visit these areas, you will be quarantined from Kimray for 14 days. [In addition, some states, such as California, Connecticut, Florida, Georgia, Illinois, Louisiana, Maryland, Massachusetts, Michigan, Pennsylvania, New Jersey, New York, Texas, and Washington, have declared high reported cases of the virus, so please check the public health departments of the state to which you will be traveling.](#)
- **Take precautions if you are traveling [by keeping your face covered and practicing social distancing.](#)**
- **Keep your phone charged** and on to receive updates.
- **If you can avoid all non-essential travel**, do so.

Keep up to date with the Centers for Disease Control (CDC) [for the latest developments and precautions](#) regarding COVID-19 at [cdc.gov](https://www.cdc.gov). You can also review Kimray's communication on the virus [by using this link](#).

Remember to wash your hands often with soap and water for at least 20 seconds. This includes after any form of travel, after an in-person meeting, after using any door while on the Kimray campus, before and after eating in a commissary, or when using shared equipment like printers, time clocks, and computers. In addition, you must wear a facial covering if you will be on the Kimray campus.

If you or a family member have questions regarding upcoming travel, contact People & Culture at (HUMAN RESOURCES EMAIL ADDRESS).

Sincerely,

Shad G.

Executive Vice President