



Hello team,

Due to the continued spread of Coronavirus, the recent declaration of it as a pandemic by the World Health Organization, and, out of an abundance of caution, we are implementing further restrictions on travel and meetings, effective immediately, and until further notice.

Personal Travel

We previously stated that personal travel internationally or via cruise ship must be disclosed. Now that the World Health Organization has declared Coronavirus a worldwide pandemic, we are strengthening our stance on this topic and implementing the following restrictions to continue to keep all employees and products safe:

- If an employee chooses to travel internationally (except within the US, Canada, or Mexico) or take a cruise, they will be required to take a minimum 14 calendar days unpaid leave of absence (or use vacation and/or personal days) except where otherwise required by applicable law when they return before they are allowed back to work. Employees must show no symptoms of illness after the 14 day period before they will be allowed back to work. As this is an evolving situation, the Company may extend the number of days before an employee is permitted back to work.
- Please also note that your local government may have enacted other restrictions, so employees must check to see the impact of those before traveling as well. As an example, in the province of Alberta, Canada, everyone returning to the country is being asked to self-isolate for 14 days after they return, no matter what country they visited, and the province is discouraging all out-of-country travel.

Business Travel & Group Meetings

- All international travel outside of North America is to be suspended. Any exception requests must be approved through your Operating Board leader and Brad Goist.
- While travel in and between the US, Canada, and Mexico is still allowed, it must be essential to the business and approved through your Operating Board Leader or their designee.
 - In addition, all group meetings within North America requiring travel are prohibited but should still be conducted virtually using alternative arrangements such as SKYPE. Any exception requests must be approved through your Operating Board leader and Brad Goist.

Visits to Refresco Plants

- All visits and tours to our plant floors will be prohibited; this includes Refresco employees from other locations and customers visiting. Only contractors, vendors, and Refresco employees from other locations **actively working** at the plant will be allowed to enter plant floors. Visitors must be approved by the Plant Manager in advance. A communication is being sent to our customers to notify them of this restriction. If you have any questions or need support on this, please reach out to the primary account contact for that customer to assist.

Working from home

- At this point, we are **not** closing any offices in North America, and we are conducting business as usual. We will continue to monitor the situation and will advise if anything changes.
- We are working to ensure we have the technology, bandwidth, and tools available should national, state, and local, guidelines mandate that we close the office and work remotely.
- If local schools or daycare providers close and you do not have child care available, please work with your manager to determine options.
- For other specific concerns, please speak with your manager or Human Resources Business Partner.

Changes to US medical plans to support Coronavirus

To ensure that our employees have access to testing and diagnosis and receive the care they need, we are making the following updates to our BlueCross Blue Shield (BCBS) Coverage specific to Coronavirus:

- Any testing required to diagnose or treat individuals for the virus will not require prior authorization. The services must be currently covered by the plan and medically necessary.
- Any of those diagnostic tests that are consistent with the prescribed CDC guidance will be paid by the plan at 100%.
- The prescription plan will allow flexibility with required medications needed to treat the virus based on CDC guidance if required medication is not available or not a preferred medication covered under the plan.

If you have any questions on the changes above, please reach out directly to Blue Cross Blue Shield. We have not received any updates from the Kaiser plan (CA only) due to Coronavirus. We have reached out to them and will send an update to employees on that plan as needed. You can reach BCBS and Kaiser below with any questions:

- BCBS Member Services 1-800-830-1501
- Kaiser Member Services 1-866-973-4588

In addition, we highly encourage you to use the telemedicine options through Teladoc for those covered on BCBS and the telemedicine option via Kaiser for those in California.

Employees should utilize urgent care/walk-in clinics for evaluation. In extreme life-threatening circumstances, they should utilize emergency room services.

For Canadian employees, a separate communication will follow regarding government changes to Employment Insurance benefits for COVID-19 quarantines.

We are closely monitoring the situation with regards to COVID-19- Coronavirus, and we will follow national, state, and local guidelines. We are actively working with all leaders to ensure that business preparedness and continuity plans are in place.

If you have any questions or concerns, please reach out to your manager or HR Business Partner.

Kind regards,

Brad Goist
COO, Refresco North America