



GENERAL SOLAR COMPANY
Brown Enterprises, LLC

April 1, 2020

Valued Customers and Trade Partners,

Thank you for your continued partnership and cooperation as we take further steps together to ensure we can continue a safe, healthy environment for all. We appreciate the measures you are implementing to ensure our workers are protected.

General Solar Company understands the importance of the well-being for those we serve in our business and communities. Therefore, we have implemented stringent guidelines for management and employees to adhere to. Because of the known nature of COVID-19, below are the measures we have taken:

- Maintain regular cleaning & disinfecting practices within the office
- Our office staff is at minimal capacity as most now work remotely
- Social Distancing is in effect
- There is an emphasis on consistent hand washing and/or use of gel sanitizer
- Face masks and Gloves are used where appropriate
- Using respiratory etiquette – covering coughs and sneezes
- Employees who are sick or FEEL ill, should not come to work
- No fever should be present

In addition to the above measures, we are asking all employees to answer the following before they enter into our facilities:

1. Have you been diagnosed with COVID-19 in the last 14 days?
2. Are you exhibiting any COVID-19 symptoms, including fever, cough, or shortness of breath?
3. Have you had direct contact with anyone known to be infected with COVID-19 in the last 14 days?
4. Have you traveled outside of the United States in the last 14 days?

If a 'yes' response is given to any of the above questions, office management must be notified immediately – no exceptions.

Thank you for your cooperation as we monitor COVID-19 virus. We are committed to ensuring the safest work environment possible so that we can remain productive while protecting our employees, customers and trade partners. We appreciate your support to enact these additional prevention measures together.

Thank you,

David Brown
General Manger