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| Exposure Memo Parameters | |
| Dealership Name | **Jetson's Flying Cars** |
| Dealership Primary Contact Name, Title | **George Jetson** |
| Contact Numbers/Email | **(888) 867-5309 or George@Jetson.com** |
| Date of Memo to Employees | **December 3, 2020** |
| Date(s) of Exposure | **December 1, 2020** |
| Date of Notice to Company | **December 2, 2020** |
| Date of Post-Exposure Cleaning | **December 2, 2020** |
| General Area of Exposure | **Sales Department** |
| Additional Areas of Exposure | **sales breakroom and time clock, showroom restroom (first floor), and Sales desk area(s)** |

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| to: | **All Potentially Exposed Employees** |
| from: | **George Jetson and the Dealership COVID-19 Response Team** |
| date: | **December 3, 2020** |

**EMPLOYEE ANNOUNCEMENT OF COVID-19 CASE AT JETSON'S FLYING CARS**

The health and safety of our workplace is paramount. To ensure a safe and healthy workplace, the Company is informing you of a recent COVID-19 case within the Sales Department. We learned of the COVID-19 case on December 2, 2020. The individual was last on Company premises on December 1, 2020, in the Sales Department, including the sales breakroom and time clock, showroom restroom (first floor), and Sales desk area(s).

The Company cannot disclose the identity of this individual. However, the Company took reasonable efforts to identify those who were potentially exposed to COVID-19 due to their potential “close contact” (as recognized by the CDC and the State of California) with the individual during the presumed infectious or high- risk exposure period. The individual, as well as those identified as potentially exposed through close contact, have been individually notified and instructed to leave the worksite or not report to work at this time in accordance with CDC, federal, State, and local guidelines.

If you have not been contacted by a Human Resources Representative, you have not been identified as a close contact, but we are providing this notice because you were identified as potentially being on the premises or present at the same worksite during the infectious or high-risk exposure period of the COVID-19 case and thus may have been exposed to COVID-19.

COVID-19 TESTING AND RELATED BENEFITS

Any employee who has had a potential COVID-19 exposure in the workplace will be provided with COVID-19 testing at not cost and during working hours. If you believe that you have had a potential exposure and wish to take advantage of this benefit, please contact George Jetson at your earliest convenience ((888) 867-5309 or George@Jetson.com).

In addition, we would like to inform you of COVID-19-related benefits to which you may be entitled under applicable federal, state, or local laws. You may be entitled to benefits through the State Disability Insurance (SDI) program, Paid Family Leave (PFL), Unemployment Insurance, Pandemic Unemployment Assistance, California Paid Sick Leave, California COVID-19 Supplemental Paid Sick Leave, the federal Families First Coronavirus Response Act (FFCRA), Workers’ Compensation, and any applicable local government Supplemental Paid Sick Leave programs applicable to COVID-19. More specific information about any of these potential benefits can be obtained by contacting George Jetson or via resources made available by the State of California such as those at <https://www.labor.ca.gov/coronavirus2019/#chart>.

COVID-19 SYMPTOMS

In accordance with CDC, federal, state and/or local guidance and requirements, you are encouraged to self-monitor for COVID-19 symptoms and seek medical attention if symptoms develop. Symptoms of COVID-19 according to the CDC may include one or more of the following:

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| * Fever or chills * Cough * Shortness of breath * Difficulty breathing * Fatigue * Muscle or body aches | * Headache * New Loss of taste or smell * Sore Throat * Congestion or runny nose * Nausea or vomiting * Diarrhea |

Additional information regarding COVID-19 symptoms are available through the CDC website at [*https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.*](http://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)

What To Do If Symptoms Develop

If you **are** **not at work** when symptoms develop, or if you obtain a positive COVID-19 test or diagnosis, please ***DO NOT REPORT TO WORK*** but contact your healthcare provider and immediately notify George Jetson at (888) 867-5309 or George@Jetson.com.

If you **are at work** when symptoms develop, you must immediately notify your Department Manager or General Manager and leave the worksite immediately. You are encouraged to disclose COVID-19 symptoms, diagnosis, and/or order to quarantine or isolate without fear of retaliation or discrimination. Potentially exposed employees may be eligible for COVID-19 related benefits, including but not limited to Emergency Paid Sick Leave, Paid Sick Leave, workers’ compensation benefits, and COVID-19 testing at no cost to you.

Cleaning or Disinfection

The Company’s outside maintenance company was here on December 2, 2020 to clean and disinfect in connection with this COVID-19 case that was reported on December 2, 2020. This cleaning included all areas in which the COVID-19 case is believed to have traveled or worked and any shared workspaces (including sales breakroom and time clock, showroom restroom (first floor), and Sales desk area(s)), as well as all materials and equipment believed to be used by the COVID-19 case during the high-risk exposure period.

We continue to regularly clean and disinfect impacted areas throughout the Dealership as we have throughout the pandemic using EPA approved COVID-19 disinfectants. The Company has also made disinfectant tools and equipment available to employees to be used to disinfect individual workstations, equipment, instruments and tools, and vehicles. The Company requires that sharing items and equipment be minimized. To the extent that such items and equipment are shared, that they be disinfected between uses by different people. For additional information on the Company’s COVID-19 policies and protocol, please see the Company’s COVID-19 Prevention and Response Plan and posted Social Distancing and Sanitation Protocols.

If you have any questions regarding the specifics of the Dealership’s cleaning program, please contact George Jetson.

**How Can I Help?**

Our collective success in preparing for and responding to the challenges posed by the novel coronavirus and COVID-19 depends upon all of us. The Company depends upon each employee and others in the workplace to follow all applicable guidelines relating to symptom reporting, social distancing, and regular disinfecting in the workplace. In addition, the Company encourages all employees and authorized representatives to participate in the identification, evaluation, and elimination of COVID-19 hazards in the workplace. If you are or become aware of conditions which you believe may pose a concern in this regard, you are encouraged to contact George Jetson immediately so that all appropriate steps can be identified and taken.

**For More Information**

The Company will continue to monitor the situation and follow applicable CDC, federal, state and local COVID-19 guidance. For additional information on the Company’s other COVID-19 safety protocols and policies, you may also check the Company’s social distancing protocols and COVID-19 Prevention & Response Plan.

Should you have any questions or concerns, please contact me at (888) 867-5309 or George@Jetson.com.

For additional information, you may also reference the CDC’s COVID-19 website *(https:/*[*/www.cdc.gov/coronavirus/),*](http://www.cdc.gov/coronavirus/)) California’s Department of Public Health website *(https://*[*www.cdph.ca.gov/COVID19),*](http://www.cdph.ca.gov/COVID19)) and applicable local health department websites.

Sincerely,

George Jetson  
Jetson's Flying Cars