

May 17, 2021

Dear Valued Associate,

I want to reach out to you and hope you, your family and friends are staying safe and healthy during these unprecedented times of the COVID-19 Pandemic.

Yesterday, the CDC, Centers for Diseases Control and Prevention, announced new guidelines for individuals that have been fully vaccinated, two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine.

- If you are fully vaccinated, you can resume activities that you did prior to the pandemic.
- Fully vaccinated people can resume activities without wearing a mask or physically distancing except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, **including local business and workplace guidance.**

While the CDC and state mandates continue to evolve, I would like to clarify several points on Marsden's position.

1. Our business offices across the United States will not reopen until after Labor Day Weekend.
2. The COVID-19 Workplace Safety Protocols put in place in March of 2020 by the Task Force will remain in effect for all associates until further notice.
3. As we continue to work on protocols on reopening our offices, we will utilize a hybrid model of 50% of our associates returning to our offices. The remaining associates will work remotely utilizing the offices on an as needed basis or continue to work from home on a permanent basis.

As a valued associate of the Marsden Family, we feel safety is of the utmost importance and we want to ensure everyone stays healthy.

I want to extend my sincere appreciation to each of you for all the hard work and dedication over the past year. With your continued efforts, Marsden can continue to help protect its associates while creating safer and cleaner work environments for our customers.

Remain Safe and Healthy,

Guy C. Mingo  
President & CEO  
Marsden Holding, L.L.C.