

## COVID Pay Protection

9/24/2021

### Woodgrain Colleagues,

Last week the Woodgrain Board of Directors sent a communication to all employees explaining their concern for the health and safety of all employees during this global pandemic. I appreciate their leadership in stating their goal that 100% of employees get vaccinated as soon as possible. I reiterate their message here: vaccinations are safe; vaccinations are effective.

Recent variants have resulted in a significant rise in hospitalizations and deaths, almost entirely impacting those who have not yet been vaccinated. We know that vaccinations are the most effective tool to keep our people safe and healthy and the best way to minimize operational disruption. If you aren't fully vaccinated, I strongly urge you to get vaccinated.

At Woodgrain we continue to take additional, robust, actions to increase our vaccination rate. I'm pleased to announce that, effective immediately Woodgrain is implementing what we call **COVID Pay Protection**. In compliance with state and local laws, COVID Pay Protection will be provided to fully vaccinated individuals:

- Employees who are fully vaccinated and experience a breakthrough infection can receive straight pay protection (like sick pay) for up to five (5) days when needed. While breakthrough cases among the vaccinated do occur, the vast majority are mild, and often present no symptoms at all.
  - Woodgrain is committed to making the vaccination process as easy possible. We're proud to have partnered with many local clinics to administer hundreds of vaccinations for free to our employees during work hours. When an on-site clinic is not feasible, Woodgrain will provide employees up to six (6) hours of scheduled paid time off to receive the necessary doses of a COVID vaccine, including a possible booster:
    - Two (2) hours straight-time to get the first dose of an approved vaccine (Johnson & Johnson, Pfizer, or Moderna).
    - Two (2) hours straight-time to get the second of the two-dose vaccination (Pfizer or Moderna).
    - Two (2) hours straight-time to get a booster shot, when/if boosters get the appropriate regulatory approvals.
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- COVID Pay Protection to receive the approved doses of an approved COVID vaccine must be scheduled in advance.
- To qualify for COVID Pay Protection, a vaccination card must be presented to HR to confirm vaccine, date, and time.
- Unvaccinated individuals will not be eligible for Pay Protection.

These benefits will be updated as needed as the pandemic evolves and appropriate responses emerge.

Protecting yourself, your colleagues, your loved ones, and your community is fundamental to our shared values of Safety and Respect for Others that have been drivers of our company success. Vaccinations are a powerful tool and another way to live our values.

Thank you for all you do to keep yourself and others safe.

Chad P Smith, Human Resources Vice President

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