

Tuesday, February 15, 2022

COVID Testing Reminder - Upcoming Meeting

Good afternoon,

We are looking forward to seeing all of you next week here in Atlanta! As you know out of an abundance of caution and for everyone's safety we are requiring a negative Covid test regardless of vaccination status to attend the meeting. Here are the details for this protocol:

1. Whether you are fully vaccinated or not, you must receive a Negative COVID test result within three days of the start of the meeting. The test results can come from a Regular, Rapid or an At-Home testing source.
2. Send your Negative test results to Heather Steele, our HR Support, at [hr@procheminc.com](mailto:hr@procheminc.com) Heather's phone number is 678-296-4524.
3. While in attendance of the meeting, masks are not mandatory but may be worn if you so choose. Masks will be provided for your convenience.

We thank you in advance for your adherence to this protocol. We understand that it may cause a bit of an inconvenience, however, we feel that it is a necessary precaution in our effort to keep everyone as healthy as possible. In addition, if you find that you have a Negative COVID test result, but you are still feeling under the weather for some other reason, we request that you do not attend the "live" meeting. We will set up a virtual link so that you may attend most of the meeting from home. Please note we now have an HR e-mail that is [hr@procheminc.com](mailto:hr@procheminc.com). This email is strictly confidential and delivers directly to Heather Steele, our HR support.

Thank you and we cannot wait to see all of you!