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7-23-2020

As many of you may have already heard, the Governor of Indiana has set some new guidelines mandating that masks must be worn in all public areas beginning Monday, July 27<sup>th</sup>. I have already received a number of questions on what this directive means for DSI. It would appear that this mandate from the governor is a result of Hoosiers not utilizing face masks enough to keep the spread of COVID 19 at a safe level.

In an effort to meet the guidelines set forth by the governor, I want to clarify through this communication the approach DSI will be taking. All staff and consumers in any public settings will be required to be in a mask as outlined in the governor's request. This is very similar to what DSI has been encouraging. With that said, this will now be a requirement.

In reference to DSI office spaces and buildings, masks must be worn in all common areas and anywhere that staff cannot maintain a minimum distance of 6 feet. This includes brief conversations where staff come together to exchange information. While DSI has made great progress in utilizing masks during this pandemic, we still have steps we must take in order to meet the governor's request. This is truly about the safety of everyone. To state it as simply as possible, any time you are within 6 feet of another individual, both parties must have a mask on. DSI is a large corporation spread out across the state, so therefore I am asking everyone to help monitor and remind others when these guidelines are not being followed. I need to be clear this is not a debate about people's political beliefs or freedom of choice, but is a mandate by our governor that must be followed. If DSI staff are unable to exercise the 6-foot requirement, the next step will be masks mandated in all locations at all times. Please do your part in keeping everyone safe.

I want to close by saying "THANK YOU" in advance for doing your part to help ensure a safe work environment here at DSI.

Sincerely,

A handwritten signature in black ink that reads "Shane Burton".

Shane Burton, CEO