

Summary of Steps Taken in Response to COVID-19

The following is a summary of actions we have taken regarding COVID-19 which include but are not limited to:

1. Any employee whose job allows them to work from home, have been assigned to work remotely and cannot return to the building without Vice President approval. 37% of employees are currently working from home.
2. Hand sanitizer dispensing stations available in each department.
3. A social distance policy is in place, meaning all personnel must keep a 6-foot distance from one another.
4. Reminders of the social distance policy are posted throughout the building.
5. Floor tape was placed in high traffic areas to mark 6-foot distance.
6. Requiring employee to stay home if they show any flu-like symptoms.
7. Separating production teams into small groups (4-5 employees) and staggering the break times for each group.
8. Security allows only one person to enter the building at a time.
9. Thermal cameras installed take the temperature of all personnel at building entrance.
10. Shift schedules changed to prevent overlap.
11. Coronavirus committee established consisting of variety of highest-level company expertise
12. We have existing Influenza policy in place.

13. Our Environmental Health and Safety group conducts weekly safety briefings and many of their materials that employees receive also cover Covid-19. See attached sample Safety Briefing for weeks of March 23, April 6th and April 13th.
14. On-going relationship with various Covid-19 hotlines to insure latest information.
15. Symptoms of Covid-19 have been communicated to all employees.
16. HVAC systems will be serviced by a contractor on 4/20/20 for specific Covid-19 related cleaning and maintenance. This will include cleaning all packaged roof top units (HVAC) cabinet interiors and increasing the MERV rating to 11, 12, or 13 whichever the system can handle.
17. Our janitorial/cleaning vendor established new cleaning protocols specific for Covid-19 and increased cleaning measures onsite.
18. All employees have been asked to remain vigilant for any signs of symptoms and if any detected are to report them immediately to their Manager or Human Resources.
19. Visitation has ceased temporarily. All visitors require Executive level approval and visitors are strongly discouraged unless no other reasonable alternative. Visitors must complete a Covid-19 questionnaire prior to entering.
20. Provided employees with plan for working from home to ease their transition and support them.
21. Redesigned the layout of our production floors where needed to increase social distancing.
22. Redesigned our lunchroom to increase social distancing.

23. Avoiding all unnecessary in person meetings but when required, limiting number of attendees and maintaining social distance.
24. Hand washing poster from CDC posted in all restrooms.
25. Posting of various Covid-19 communications through-out company as well as on intranet on an ongoing basis but typically weekly at a minimum
26. CEO has his own regular communication with employees and maintains open door policy for employees.
27. Cleaning materials, Purell, Wipes or equivalent placed throughout facility e.g., conference rooms, workspaces, lunchroom etc. Additional supplies in stock to replace expended supplies as needed.
28. Interviews being conducted virtually and by phone.
29. All employee travel ceased without Executive approval.
30. All attendance at conferences, trade shows etc. ceased.
31. Employees to self-isolate where recommended under CDC guidelines.
32. Employees who are in isolation can use sick time accrued, vacation time accrued or borrow up to 40 hours of vacation.
33. Temporary changes to PPE requirements, including mandatory face mask use.
34. If an employee is concerned, they may have Covid-19 and goes to see a doctor, whether they are found to have Covid-19 symptoms or not the company will pay any cost not covered by their medical insurance.
35. Parking locations for various shifts changed to prevent crowding during shift changes.
36. Implemented plexiglass barriers in key areas of cafeteria and work floor