

A healthy and viable workforce is our company's most valuable asset. The safety and wellbeing of our employees remains our top priority. We monitor our team-mates health daily and take any necessary action required to ensure employee exposure is limited. To protect our workforce, and ensure its continued productivity, we have implemented a variety precautions, including:

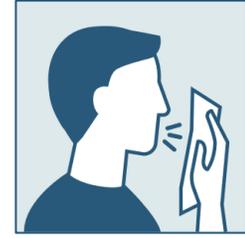
Personal Care



Wash hands often with soap and water, for 20 seconds



Cover your cough or sneeze with a tissue or elbow



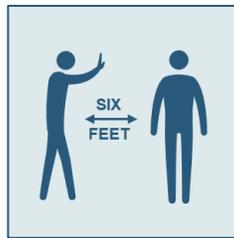
Avoid touching your eyes, nose and mouth

Social Distancing

We are enforcing social distancing requirements and discouraging any social gatherings, i.e. – less than 5 people in a meeting, maintain social distances in lunch and break rooms, keep office doors closed



Limit meetings to 5 or fewer people



Keep 6 feet from others, including in lunch & break rooms



Keep doors between the office and plant closed

Sanitation and Cleaning

We have implemented plant deep cleaning and sanitation activities



Clean and disinfect frequently touched objects

Travel

We have eliminated non-essential travel



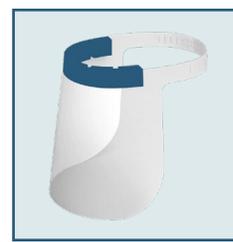
Air travel has been suspended. Driving between plants must be approved.

Face Protection

We require all employees in our plants to wear either a facemask or face shield, both of which are supplied by the company



Facemask and Gaiters have been provided to every employee



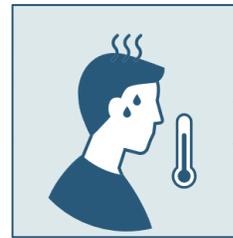
Face Shields have been provided to every employee

Temperatures

Employees' must have their temperature taken prior to entering any of our facilities. If they are >100F, they are asked to stay home



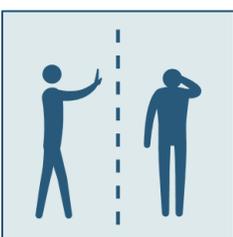
We have provided every employee a thermometer to take their own temp. If >100F, or not feeling well, stay home



Employees must have their temp checked at plant entrance prior to entering building

Plant Visitors

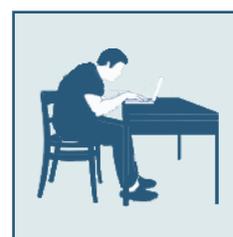
We are restricting access to our plants to only essential internal/external personnel



Only essential personnel permitted in plants

Work from Home

Employees that don't directly support production and are able to perform their job remotely are required to do so



We have set up remote office capabilities for all our work from home employees