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Unity, Empowerment, Teamwork – The Right People, Making the Right Decision, At the Right Time...

To all employees,

The management team at Vanamatic Company has been and continues to be very proactive in our address to the Corona Virus Pandemic. We continue to comply with and monitor the mandates and requirements of Federal and State officials in charge of managing this pandemic. I assure you that we have your health and well-being at heart.

We will continue to stay open for business but will stay in compliance with State and Federal mandates. We are also monitoring the spread of the virus closely to take whatever actions deemed necessary as time goes by.

Actions taken through Thursday, March 19th, 2020:

- 14-Day off work Directive for Staff with symptoms, sickness or fever above 100.4
- Requirement for employees to take temperatures prior to reporting to work each day
- Social Distancing & spacing requirement for all staff
- Issuing Disinfectant procedures and product for all departments and areas
- Shipping, Receiving & Package handling protocols
- Supplier & vendor notification and reporting procedures
- Non-Essential Visitor Policy & Schedule to eliminate or limit exposure
- Suspension of all in-person meetings
- Implementation of work at home policies where applicable
- Suspension of Non-Paid Time Off
- Opening work hour windows to (0) for all staff
- Opening Paid time Off, Exempt Time, & Sick time policies through 2020.
- Express processing of unemployment compensation claims through the State of Ohio
- Electronic deployment of all operational data

Even though there are no known cases of the virus in our area at this time, we are taking precautionary measures to help reduce the potential of the spread of the virus. We are doing, as a business, what each of us should also be doing as individuals (social distancing) from strangers.

Compounding the problem is the winding down of the flu season. If we assume every person with a cough or flu symptoms has the virus AND we take all of the CDC recommendations precautions, we will be doing our part to help eliminate the spread.

On a personal note, we must all take this seriously to protect each other. This is not the time to go visiting friends and relatives in distant locations, especially larger urban areas. If we don't come into contact with an infected person, we will not be infected. Limiting contact with sick people and strangers is your best defense against infection. When you go to the grocery, gas station, or pharmacy – stay far away from people coughing and sneezing as this is the primary avenue for spread of the virus. Always wash your hands before you touch your eyes, mouth, nose and face. The corona virus enters your system through your nose, mouth, or eyes.

If we all do our part, we can continue to stay open for business, provide income to employees and prepare for the future. We are seeing big changes from some of our key customers. It looks like they are preparing to resource production in the United States. We are getting requests to fill gaps where supply disruptions are occurring.

We will continue to update you on changing conditions. In the meantime, stay safe, help support local businesses hurt by the shutdowns where possible, and do your part to protect the most vulnerable people.

Sincerely,

Jeff S. Wiltsie

CEO – Vanamatic Company