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Symmco Inc. is committed to providing a safe and healthy workplace for its employees. In response to the global spread of COVID-19, several initiatives have been put in place to enable us to minimize the likelihood of our employee base contracting this virus.

Update:

- Symmco employees will no longer be permitted to travel on business until further notice.
- No visitor is permitted unless the visit is related to deliveries or essential outside contractors.
- The Center for Disease Control (CDC) and World Health Organization (WHO) recommend avoiding large groups of people gather in one place. Symmco's operations do not require a large group of employees to be present on the production floor at any given time and so we do not feel that action is required in production.
- In an effort to reduce exposure, a staggered work from home approach has been implemented for administration areas. We will also be moving office staff and areas around on a temporary basis to maintain appropriate distances recommended by the CDC.
- Drivers will not be permitted in our facility to use the restroom. An alternative will be made available.
- Equipment sanitization to be conducted 15 minutes prior to the end of each shift.
- If possible, CDC recommendation is to keep a 6-foot distance in the same room.

Employees who have symptoms of acute respiratory illness are advised to stay home and seek necessary medical attention as appropriate. Symmco Inc. expects such workers to notify us as soon as possible of exposure or illness. Employees may return once free of fever and other symptoms for more than 24 hours. Where a member of the same household is suffering from these symptoms, the employees should not come to work until it is confirmed that the illness is not COVID-19.

- Employees exhibiting symptoms consistent with COVID-19 will be requested to leave the site until their symptoms abate.
- If an employee is confirmed to have COVID-19, we will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality.
- Additional disinfectant materials have been provided on every site to promote high standards of hygiene in the workplace.
- The use of remote meeting technology is being actively promoted.
- Prevention – Hygiene is the best prevention available.
  - Wash your hands regularly with water and soap or with a disinfection-liquid containing alcohol.
  - Keep distance – 6 feet between you and other persons is recommended, who cough or sneeze. Avoid direct contact with sick people.

- Cover mouth and nose with a tissue or upper sleeve, elbow (NOT YOUR HANDS) when coughing or sneezing.
- Don't touch eyes, nose and mouth.
- Avoid shaking hands.
- Increase to cleaning service to concentrate on sanitation. Wiping down doorknobs, surfaces to include filing cabinets, desktops, calculator buttons, phones, copiers and desk chair armrests. Employees are responsible to wipe their computer and computer keyboard.

We will continue to update and advise should further action be required to protect our employees as the COVID-19 protocols can change on a daily basis.

Sincerely,



Beth Krise, President



Kristina Kline, Director of Human Resources

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