

April 3rd 2020

Hi All,

I hope this email finds everyone well. I know a lot has been going on in the last couple of weeks and I wanted to update everyone.

As you may know, Trodat NJ has some employees with symptoms. Due to HIPPA Law, we cannot share employees' names or condition. I know everyone is concerned for our colleagues' health and our own health as well, but please do not contact any employees who are sick. They need time to rest and recover. Employees have been instructed to contact HR for any issues regarding their health. This is to protect that employee as well as the company.

We will inform everyone if someone tests positive with COVID-19 and take proper measures to keep everyone safe.

I want to express how grateful we are of every single employee at Trodat USA for your DEDICATION!

Please stay safe and healthy.

Irene