

June 12th 2020

Dear Trodat Team,

Beginning June 22nd we will be ending employee rotations in our distribution centers. In conjunction, we are also implementing measures for everyone's safety.

- Do not come into the facility if you are sick or have any COVID-19 symptoms. Trodat has the right to take your temperature and ask you to leave if displaying any symptoms.
- For the protection of others, especially for those with higher risk factors, a cloth mask **MUST** be worn when within 6 feet of another person or in a common area. If you do not have a cloth mask a surgical mask will be provided.
- Hands should be washed frequently.
- Each company employee is responsible to keep their desk/workstation clean.
- Lunches are to be eaten at your desk/workstation.

Regular cleaning of bathrooms and frequently touched surfaces must continue. Everyone is to help keep things clean throughout the workday and to social distance from others.

#1 is to be safe and respectful of others.

If you have any questions or concerns please contact Human Resources before June 22<sup>nd</sup>.

Thank you and stay safe!

Dave