

# **TECH PRODUCTS**

*a Stabilus company*

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March 23, 2020

Dear Valued Supplier,

We hope this letter finds you well. We also wish health and happiness to your employees and their families as we navigate the burden of the COVID-19 pandemic. It's a time of great uncertainty and like every company worldwide, we are in a situation that is unheard of in our time.

You may have read that Ohio has issued a "Stay-at-Home" order effective 11:59 PM Monday, March 23, 2020 through April 6, 2020. Many of the products we manufacture are essential to our customers as their products are deemed essential to Critical Infrastructure Sectors as defined by the Department of Homeland Security. As a result, our facilities and offices remain open to supply those critical components as the DHS exemption flows downward. Tech Products will remain open during Ohio "Stay-at-Home" order issued March 22, 2020.

Currently, many states have issued or are considering "Stay-At-Home" orders. Your products and services are critical to our success. Consistent with DHS guidelines, we require that you to continue to supply Tech Products as normal.

As the pandemic evolves, we are carefully monitoring the situation at all levels of our operation and within our community. Preventative health measures are in place which we continue to adapt to current governmental agency guidelines. As a result, we are addressing our employees' needs and modifying our operations to maintain a safer working environment by implementing the Federal, State and Local directives. We encourage our suppliers to do the same. Within our facility, we are stepping up our policies and procedures to ensure our employees are guarded against unnecessary exposure to COVID-19:

- All employees who can work from home, are working remotely
- We are reinforcing personal hygiene practices and use of hand sanitizers
- We have enhanced the cleaning and disinfection of our common areas and provided additional cleaning supplies for employees' work areas and the cleaning of any shared tools
- We have separated employees who shared offices to maintain social distancing
- We are encouraging all employees to assess their health and wellbeing prior to their shift by taking their temperature at home and being aware of any other symptoms related to COVID-19
- Sick employees, or employees who have sick family members at home, are instructed to stay at home. If an employee has potentially been exposed to COVID-19, they must contact their supervisor and local HR immediately prior to entering the facility
- We have already eliminated all work-related international travel and limited domestic travel to bare minimum essential
- We have restricted all non-essential visitors to our offices and manufacturing plant
- We are working closely with suppliers to ensure raw material availability, and we will communicate directly to any customer who might be affected

From all of us Tech Products Corporation, please be safe and take care of yourselves.

Sincerely,



John R. Darnell  
General Manager

**STABILUS**