



Toyal Group

Toyal America, Inc.

March 12th, 2020

To All Toyal America Inc. Employees and Site Visitors

Coronavirus (COVID-19) has been detected in over 100 countries internationally, including cases in the United States. The Centers for Disease Control and Prevention (CDC) and other health organizations are responding to the global outbreak and are preparing for the potential of community spread in the United States. There is currently no vaccine to prevent COVID-19.

As a company, TAI is closely monitoring the evolving Coronavirus risk and will be implementing the following initiatives over the next several days. This is a fast moving, fluid situation:

-1. Effective Tuesday, March 17, 2020 all visitors and guests to TAI Lockport will be asked at the Security Guard House, prior to entry, if they have traveled internationally, within the previous 14 days, to any of the countries that fall within the CDC Warning Level 3 "Non-essential Travel" guidelines. A separate entry form will be used for this question. Those who confirm they have traveled internationally to one of these restricted destinations will not be admitted to the site. **This requires that any TAI employee scheduling a visit from an outside vendor or visitor, of any kind, will need to inform the visitor of this site admission requirement before confirming an appointment.**

- 2. Monitoring of and restrictions on foreign travel by employees as defined by CDC Guidelines (visit <https://wwwnc.cdc.gov/travel>). This is specifically defined as "Warning Level 3: Avoid Non-Essential Travel" which captures travel to any of the countries that fall within the published CDC guidelines. "Alert Level 2: Practice Enhanced Precautions" and "Watch Level 1: Practice Usual Precautions" can be considered with Manager's approval. Remember, the countries that are specifically identified that fall within the three categories are changing frequently.

- 3. Domestic business travel should be on an 'as approved' basis by your Department Head. Furthermore, we will restrict attendance at any "large attendance" events such Tradeshows or Commercial expositions.

-4. Daily monitoring of the outbreak conditions with the CDC, including monitoring local conditions. The CDC website is the best resource to use to determine your activity.

-5. Communication of disease prevention methods and other updates as additional measures of this plan will be modified as the situation unfolds.

If any of these provisions are unclear, please see your Supervisor or visit Human Resources. We will keep these initiatives in place until further notice.

Bud Loprest

President
Toyal America, Inc.