



The Covid-19 virus continues to impact our workplace, and as it does, Matrix Tool, Inc. is proactively implementing measures to protect our employees and provide uninterrupted service to our customers. Based on guidance recommendations from the Centers for Disease Control & Prevention (CDC), OSHA and other health authorities, we are implementing the practices below to keep our workplace as safe as possible and help prevent the virus from impacting our customer's supply of product.

Disease / Virus Control

The safety of our employees is a priority of Matrix Tool, Inc., including preventing or limiting the spread of the Covid-19 virus between workplace participants and within the community. All employees are required to exercise proper disease control measures at work at all times including, but not limited to:

- Conducting a daily self-health assessment each morning and staying at home if they have Covid-like respiratory symptoms (coughing, shortness of breath, loss of smell/taste) &/or a temperature above 100.4 F;
- Notifying a supervisor if Covid-like symptoms develop while at work for evaluation of testing or leaving work;
- Shielding coughs and sneezes with a tissue, elbow, or shoulder (not the bare hands);
- Washing hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer;
- Practicing social distancing, when possible, to avoid close contact with others.
- Keeping hands away from eyes, nose, and mouth as much as possible;
- Cleaning workstations and equipment with sanitizers throughout each shift and each work day;
- Avoiding shared office equipment or supplies (e.g., pens, pencils, keyboards, laptops);
- Avoiding eating from communal containers (e.g., snack bowls, candy bowls, etc.);
- When using water fountains, filling cups/bottles at the fountain instead of drinking directly from them;
- Cleaning common meeting places on a regular basis (conference rooms, etc.);
- Following all travel restrictions and advisories;
- Using phone, email and/or online meeting apps &/or software in lieu of in-person meetings when possible;
- Properly washing hands or using hand sanitizers after sneezing, coughing, or touching items exposed to the public (e.g., computers, phones, copiers, doors, currency, toilets);
- Only consuming food or drink after properly washing or sanitizing hands;
- Properly disposing of used tissue and disposable eating utensils, cups, and bottles;
- If symptomatic, taking over the counter rapid tests if available, reporting results to HR, and leaving work (or not attending work) if test results are positive;
- Wearing a mask / face covering as directed by CDC Covid-19 quarantine and isolation guidelines.

Visitors in the Workplace

Visitor restrictions are in place and all entry doors are remaining locked throughout the day. As a common sense rule of thumb, we are asking all visitors to refrain from visiting our workplace if they do not need to conduct critical business. The use of other communication means are being utilized, including conference calls, video conferences, emails, etc. Any essential visitors will be required to wear a face covering and will undergo a screening process before being allowed to enter the plant. We are asking any essential visitors to honestly complete our screening process prior to entering our facility. No one will be granted access if they have had close contact with someone who is known to be infected, or if they are experiencing Covid-like symptoms. We will continue supporting this policy as a measure to control the spread of the disease until clarity regarding Covid-19 is obtained.

Restrictions of Employee Travel

In addition to keeping visitors out of our workplace unless critical business needs exist, we also want to keep employees from traveling to customer and/or vendor sites for non-critical reasons unless approved by senior management. Alternatives, such as teleconferencing and/or video conferencing are being promoted as less risky alternatives versus travel to a customer or vendor site. In addition, employee personal travel assessments and screening measures are in place to help mitigate the spread of the virus within our employee population

For additional information, contact Matrix Tool Inc.



Incoming Shipments to Our Workplace

Currently, there does not appear to be significant evidence to support transmission of Covid-19 via shipments or imported goods, and we are not aware of any cases of COVID-19 in the United States associated with the transport of goods. However, since receiving shipments of raw materials and/or other products can present some level of risk, we are implementing several shipping & receiving precautions.

As a common-sense rule of thumb, our warehouse staff is attempting to limit contact with delivery personnel and ensure visitor face covering policies are followed any time delivery personnel must enter the warehouse area to pickup / drop-off or process a delivery. Also, upon receipt of any questionable products, our warehouse staff has been instructed to clean and sanitize the exterior surfaces before handling and/or routing products internally. In addition, we are restricting facility access to transportation drivers when it is non-essential. When situations require drivers to enter the facility, masks and social distancing practices are mandatory.

Housekeeping Guidelines within our Workplace

We have always taken great pride in the cleanliness and organization of our manufacturing operation. Our in-house maintenance and housekeeping staff do a great job keeping the plant neat, clean and orderly. Given the continued prevalence of the Covid-19 outbreak and spread, our staff is working to address the following on a regular basis:

We are stocking and monitoring reasonable levels of key supplies through our housekeeping staff, including: (a) Hand Sanitizer; (b) Antibacterial Soaps in Restrooms; (c) Standard cleaners/germ killers (Lysol, Fantastic, etc.); (d) protective gloves, masks and other forms of PPE; and (e) non-standard cleaning alternatives as needed, including liquid antibacterial hand soaps and bleach to mix with water to make surface cleaners if commercial supplies run low.

We are locking supply cabinets and issuing supplies through our housekeeping staff to better control and monitor inventory and reordering needs. In addition, We are Increasing the cleaning of shared surfaces on all shifts where/when possible, including (a) Break room tables; (b) Vending machines; (c) Microscopes; (d) Scales; (e) Door handles / door surfaces; (f) Refrigerators / microwaves / coffee pots, Drinking fountains, etc.; (g) Common workbenches (presses, etc.); (h) Open shop phones & Office phones; and (i) production & support equipment controls. We are also disinfecting all areas of the plant with sanitizing foggers, using an outside service, on select weekends when production is not scheduled. In addition, we have implemented controls in common shared areas of the plant, such as break rooms and conference rooms, to promote social distancing and small group assembly whenever possible.

Questions about Our Policy & Guidance Measures

If you have questions, suggestions or concerns about our policy and guidance measures, please direct them to one of the primary management contacts listed below. We've implemented these measures as a positive means to protect our employees and to help ensure that our customers do not experience any change in the overall levels of service that they've come to expect from Matrix Tool, Inc. If you feel any of these measures will adversely affect our ability to service your needs, please reach out to us so we can address your concerns.

Our thoughts and prayers go out to all who are being affected by the Covid-19 virus. We will continue monitoring the situation through the CDC, OSHA and other related organizations. In addition, we will adjust and implement supplementary policy and guidance measures to control and alleviate effects of the outbreak as necessary.

Tim Lewis
President

Dave Lewis, Jr.
Vice President

Greg Lewis
Tooling Manager

Dave Moyak
General Manager

Tom Moyak
Sales Manager

For additional information, contact Matrix Tool Inc.