



The Covid-19 virus is increasing in its global reach, 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 respiratory symptoms (coughing, sneezing, shortness of breath) and/or a temperature above 100.4 F;
- Leaving work if they develop these symptoms while at the workplace;
- Wearing a face mask or face shield when working (unless working in isolation from others);
- 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 to avoid close contact with others, including staying 6 feet from others and avoiding shaking hands and/or physical contact with others to reduce the risk of spreading infection.
- 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;
- Avoiding all non-essential travel;
- 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;
- Never sharing food or drink;
- Properly disposing of used tissue and disposable eating utensils, cups, and bottles.

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 for at least a period of 14 days if they have had a "medium" or "high-risk" exposure to the virus. Generally, this means having been in close contact with someone who is known to be infected, or having recently traveled to and/or from a high-risk region. 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 exists, we also want to keep employees from traveling to customer and/or vendor sites for non-critical reasons until further clarity is obtained regarding Covid-19. 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 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 from areas where Covid-19 is prevalent can present some level of risk, we are implementing several shipping & receiving precautions.

As a common sense rule of thumb, our staff is not ordering materials from China or other areas where Covid-19 is prevalent unless there is a critical business need to do so. If items are purchased from or if shipments to our business are being made from a Covid-19 prevalent area, we are not expediting shipments. Instead, we are having deliveries sent via ground shipment to maximize the potential that any virus cannot survive on a surface for the period of an extended shipment. 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.

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 Covid-19 outbreak and spread, our staff is working to address the following on a regular basis:

We are stocking and monitoring 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; 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. 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 health and news organizations. In addition, we will adjust and implement supplementary policy and guidance measures to control and alleviate effects of the outbreak as necessary.

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For additional information, contact Matrix Tool Inc.