



March 15, 2020

To: All Valtronics Sales, Valtronics Solutions, and Mustang Sampling Employees
From: Senior Management
Re.: Coronavirus (COVID-19)

Our highest priority is the good health and safety of our employees, customers, and the public. We are closely monitoring the rapidly changing situation and recommendations from multiple sources including the World Health Organization, U.S. Centers for Disease Control (the "CDC"), other federal, state, and local authorities, and encourage our employees to do the same. At this time, we are communicating changes to our existing procedures and outlining necessary steps to allow us to remain safe while providing the highest level of customer service possible. We encourage all employees to voice concerns directly to us and to exercise sensible caution at all times. The following will take effect immediately and remain in place until notified further.

Business Travel

All business travel must be approved by Senior Management until further notice. Non-essential travel will not be allowed in any case. Outside sales travel will be discussed weekly during our regularly scheduled Monday morning teleconferences. We ask that all employees consider alternate methods of communication prior to initiating travel plans or requests.

Other Travel

Please be mindful that all travel, personal or for business, may impact our ability to prevent transmission of the coronavirus within Valtronics. If an employee or immediate family member has traveled to an area identified as a "widespread sustained spread transmission area" by the CDC, employees should contact Senior Management by phone or email for approval to return to work, prior to returning. These areas are defined on the website below:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>



Higher Risk Persons

We strongly encourage everyone identified as at higher risk by the CDC (see link below) to avoid all travel.

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

Visitors

We strongly discourage employees from bringing visitors of any sort to Valtronics with the exception of those with business-critical purposes. Please consider alternate methods whenever possible. All visitations must be approved by Senior Management. Unannounced visitors will not be permitted into the building.

Diagnosis, Suspicion, or Exposure

Employees must immediately contact a Senior Management member if you or a family member has been diagnosed with COVID-19, or if you suspect you have contracted COVID-19. Valtronics will maintain any medical information related to a diagnosis in a confidential manner.

Working Remotely

Employees who would like to make a request to work from home should contact their immediate supervisor to request approval.

Prevention Reminders

Remember, the best way to prevent illness is to avoid being exposed to it. The following are a few best practices:

- Avoid close contact with people who are sick or exhibiting symptoms of respiratory illnesses,
- Avoid touching your eyes, nose, and mouth,
- Stay home when you are sick,
- Cover your cough or sneeze,
- Clean and disinfect frequently touch objects and surfaces,
- Wash your hands often with soap and water for at least 20 seconds, especially after using the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Use alcohol-based hand sanitizer as directed,
- Get plenty of sleep, good nutrition, and physical activity.



Helpful Links

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

<https://dhhr.wv.gov/bms/Pages/default.aspx>

Helpful Phone Numbers

Valtronics (Ravenswood) Main Number (304) 273-5357

Valtronics (Canonsburg) Main Number (724) 941-8333

Mustang Sampling (Houston) Main Number (713) 482-6930

Kenneth Thompson (304) 532-2150

Kevin Warner (713) 492-1961

Amanda Bailes (304) 868-2026