

# Jamar Precision Grinding Co. Inc.

## To all employees: COVID-19

The Governor of Ohio has declared a "State of Emergency" regarding the spread and containment of the COVID-19 virus. For the safety of all, including our employees and their families, vendors, contractors, and customers, Jamar Precision Grinding is immediately restricting access to all vendors until further notice. Should any vendor arrive at Jamar Precision Grinding without prior approval by Jamar's management, he/she shall be denied entrance. This applies to both our office and our manufacturing facility. Any deliveries inbound or outbound will be permitted with limited access to all delivery personnel. Vendor personnel must only enter the facility if absolutely necessary and must be instructed to do so by a Jamar employee.

Jamar strongly recommends any employee who appears to have acute respiratory illness symptoms (e.g., cough, shortness of breath) or a fever upon arrival to work or develop these symptoms during the day, to go/stay home and seek proper medical attention.

Until further notice, any employee who is responsibly taking time off to help ensure the safety of all will do so without accumulating any points. The use of sick time or vacation time is recommended to be used for pay of this time off.

This policy is to help reduce the possible transmission among our employees, protect people who are at a higher risk with health complications, and maintain critical business operations.

Jamar Precision Grinding is committed to do its part and follow the recommendations of health officials and government leaders to minimize the spread and effects of the COVID-19 virus.

Employees are also asked to follow the CDC guidelines by washing their hands frequently and stay away from others when you're sick. Jamar has also ordered additional antibacterial supplies for the employees which should arrive early next week.

As an additional measure everyone can take to prevent the spread of the COVID-19 virus, medical experts emphasize the importance of "social distancing" – staying away from large crowds and also individuals who may be sick.

We will continue to monitor this ever-changing situation and keep all informed of any changes to this policy. We appreciate your support and understanding in this situation.

Sincerely,

Jamar Management

