



Jamar Precision Grinding Co. Inc.

March 23rd, 2020

To all Customers, Vendors, and Employees: COVID-19 UPDATE

Essential Business Designation – Jamar Grinding

As you are likely aware, Dr. Amy Acton, Director of the Ohio Department of Health, has issued a Stay At Home order for anyone **who is not engaged in essential work or activity**. Per the order, all Essential Businesses and Operations are encouraged to remain open. Essential Businesses and Operations shall comply with Social Distancing Requirements as defined in the order, including by maintaining a six-foot Social Distancing for both employees and members of the public at all times.

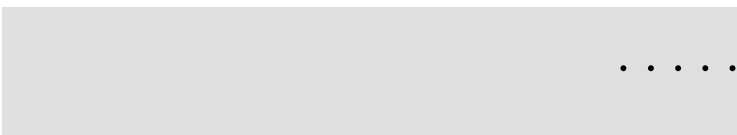
What are some examples of Essential Activities?

- Health and Safety – seeking emergency services, obtaining medical supplies or medication, visiting a health care professional.
- Obtaining Necessary Supplies and Services – groceries/food, household consumer products, automobile supplies, products necessary to maintain safety, sanitation, and essential operations of a residence.
- Outdoor Activity – walking, hiking, running, biking, visiting public parks, provided Social Distancing guidelines are practiced.
- Certain Types of Work – healthcare, essential government functions, essential infrastructure, **essential businesses, and operations** (as defined below).
- To Take Care of Others – care for a family member, friend, or pet in another household and to provide transportation as permitted.

Does Jamar Grinding meet the guidelines of Essential Businesses and Operations? **Yes.**

How does Jamar Grinding meet the guidelines of Essential Businesses and Operations?

- Manufacturing companies producing and supplying essential products and services for pharmaceutical, healthcare, **food and beverage, transportation, energy, national defense**, as well as other products used by other essential businesses and operations.



- CISA List – Memorandum issued by the Department of Homeland Security, identifying essential critical infrastructure workers during the COVID-19 response.
 - Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals include but are not limited to **aerospace, mechanical and software engineers, manufacturing/production workers, and IT support.**
 - Personnel working for companies, and their subcontractors, who **perform under contract to the Department of Defense** providing materials and services to the Department of Defense.

Other examples of Essential Businesses and Operations include but are not limited to the following:

- Stores that sell groceries or medicine.
- Organizations that provide charitable and social services.
- Gas stations and businesses needed for transportation.
- Financial and insurance institutions.
- Hardware and supply stores.
- Restaurants for consumption off-premises.
- Laundry services

To comply with this order, Jamar Grinding is instituting the following policies for Social Distancing:

- Maintain at least a six-foot distance from other individuals.
- Wash hands with soap and water for at least twenty seconds as frequently as possible or use hand sanitizer as available.
- Cover coughs and sneezes (into the sleeve or elbow, not hands).
- Regularly clean high-touch surfaces.
- Signage throughout the facility with Social Distancing guidelines.
- Separate operating hours for vulnerable populations (to the extent possible).

The following actions are also being applied to prevent the spread of COVID-19:

- Requesting all employees to take their temperatures at home before coming to work.
- Actively encouraging sick employees to stay at home until they are free of fever (without the use of medication) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began.

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- Increased frequencies of cleaning within Jamar Grinding's facility.
- Questionnaires related to personnel travel to assess risk and planning for 14-day quarantines when traveling to high-risk locations.

People at high risk of severe illness from COVID-19, including elderly people and those who are sick, are urged to stay in their residence to the extent possible except as necessary to seek medical care.

The Stay At Home order is effective at 11:59 pm on March 23, 2020, and remain in full force and effect until 11:59 pm on April 6, 2020, unless the Director of Ohio Department of Health rescinds or modifies the order at a sooner time and date.

We will provide periodic updates/adjustments in response to this changing situation. Please see posted memo's at Jamar for additional guidelines.

The Management

