

## COVID-19 Policy Update

Re: Mold-Rite Plastic Employees

As the numbers of vaccinated individuals across the US increase and COVID cases decrease, we feel it is now safe to loosen our restrictions in an effort to enable us to do what we do best; get back in front of our customers. Face to face selling is so impactful and a critical element to Mold-Rite's mission of delighting our customers, therefore we are pleased to present the following revised guidelines, **effective June 1, 2021.**

- All state mandated safety protocols (masks, social distancing, etc.) must be followed.
  - o CDC lifted the requirement to wear a mask for those who are fully vaccinated. The exception is any mass transit such as planes, trains, buses, etc. masks are still required.
  - o Most states have yet to formalize their plans around masks, but as they do, we will follow the state guidelines.
  - o For now, our policy is unchanged but as soon as states finalize specific guidelines, we will announce adjustments.
- We are loosening our travel restrictions as follows:
  - o As with all travel, a clear purpose and objective is required. (Rebuilding relationships after this long period of separation is a valid purpose).
  - o This change applies only to customer interactions. All other travel remains under current restrictions and requires Exec member approval.
  - o Visits to our factories should remain limited, but allowed, if the purpose is to bring in a customer.
  - o Air travel should remain limited and is only acceptable if essential to a customer in-person visit and relationship building.
    - § Plan ahead, as many standard amenities (restaurants, airport services, etc.) are not fully operational and rental cars are extremely limited.
  - o Mold Rite traveler must be fully vaccinated. Non vaccinated employees must seek special approval from management and will be required to disclose your status to customers to gain approval for the visit in the absence of a vaccination.
  - o Employee must ensure all customer safety requirements and policies are adhered to and that the customer is open to in person meetings, prior to booking travel.



SUITE 2425  
30 N. LASALLE STREET  
CHICAGO, IL 60602  
TEL 518.561.1812  
[MRPCAP.COM](http://MRPCAP.COM)

Please reach out to a member of the Exec team if you have questions or concerns around these updates. In regards to returning to the office for work, this still requires approval on a case by case basis. We still need to practice all protocols originally implemented, until state and federal mandates are revised, so the determination on working in the office will also be based on vaccination status and need.

You and your job at Mold-Rite are very important and our products continue to be in high demand around the world. It is important that we keep our team safe. Thank you for your understanding and please remain diligent as we adapt to the changing environment around us.

***Brian Bauerbach***

President & CEO