



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

## COVID-19 Due Diligence

Re: Mold-Rite Plastic Employees

We continue to closely monitor the pandemic status and its impact on our business, the state of the economy and most importantly the safety of our employees. It remains our objective to continuously operate our company in a manner that allows us to keep our people safe and yet provide essential products to our customers.

Unfortunately, we are not free from risk of exposure, therefore it is more important than ever that we continue to follow our COVID-19 policies. These measures have been put in place due to their effectiveness in slowing/stopping the spread of the virus and for the protection of you and others around you. We must remain diligent in following the mandates already in place and not relax our standards that have enabled us to prevent the spread within our facilities, offices and communities. We have been made aware that some standards have been relaxed and we also have new details on the effectiveness of COVID protocols. We must all work together to allow things to resume and not result in a resurgence of illnesses. For these reasons, we would like to reinforce and revisit a few of the key policies we need to follow. **The travel policy remains unchanged.**

The following policies need to be strictly enforced within our factories and office buildings:

### Work from Home (Unchanged)

We are grateful for those employees who are in positions which require them to physically be on-site and appreciate the extra precautions required to keep our people safe. We understand the face coverings and social distancing we must continue to enforce, create added inconvenience. These measures have helped greatly to minimize the impact we could be experiencing within Mold-Rite. We are also fortunate to have many positions that can be conducted remotely and have taken necessary measures to equip our people with equipment and resources to maximize efficiency. Working remotely can be challenging as well due to distractions and inability to interact easily with others. **However, our policy remains that any employee that can continue to be productive working remotely, do so.** If you do have a need to get back into the office, please address with your supervisor and approval will be granted on a case by case basis and please follow CDC guidelines while on site (wear masks, practice social distancing, wash hands and surfaces frequently, etc.). Working remotely reduces the risk of spreading the virus, thus adding protection for themselves, as well as those who are required to be on site.

## Face Mask Policy

All employees are required to wear face masks while working in our manufacturing facilities and offices. The following restrictions apply:

- Masks must be worn in all common areas including meetings and training if you will be interacting with others for any extended period of time (> 15 minutes is a good rule of thumb).
- If you are in your office or cubicle working independently, a mask is not required.
- Continue to practice social distancing (6 ft.).
- Scarves are not acceptable.
- Bandanas will be allowed as long as they do not have long tails that could get caught up in equipment.
- All GMP guidelines around cleanliness of masks should be followed.

If you are having difficulty finding or wearing a face mask, please see your supervisor.

## Personal Hygiene

As a reminder, please follow the CDC prescribed personal hygiene measures at work and at home which include the following:

- Wash your hands often with soap and water for at least 20 seconds.
- Use an alcohol-based hand sanitizer as necessary.
- Avoid touching your eyes, nose and mouth.
- Cover your cough or sneezes with a tissue and throw away the tissue.
- Avoid shaking hands with people.
- Try to maintain a social distance of at least 6 feet from other people.
- Avoid sharing personal items such as water bottles / tools.
- Avoid contaminating public areas and maintain common areas in a clean state.
- Avoid close contact with large crowds.
- Minimize contact with people in general, and in particular with people who are sick.
- Stay home when you are sick.
- Clean and disinfect frequently touched objects and surfaces.



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You and your job at Mold-Rite are very important and our products continue to be in high in demand around the world. It is important that we keep our team safe as we work to support ongoing efforts to fight COVID. Thank you for your understanding and please remain diligent.

We are Mold-Rite!

***Brian Bauerbach***

President & CEO

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