



SUITE 2425
30 N. LASALLE STREET
CHICAGO, IL 60602
TEL 518.561.1812
MRPCAP.COM

COVID-19 Due Diligence

Re: Mold-Rite Plastic Employees

I wish I was writing to say the virus is gone and we can return to business as usual but unfortunately, we all know that is not the case. 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.

As states start to relax restrictions, school resumes, offices reopen, and people drift back to past practices, the virus will regain momentum. Therefore, it is more important than ever that we 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 must all work together to allow things to resume and not result in a resurgence of illnesses.

As a reminder, the following policies need to be strictly enforced within our factories and office buildings:

Face Mask Policy

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

- 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.



SUITE 2425
30 N. LASALLE STREET
CHICAGO, IL 60602
TEL 518.561.1812
MRPCAP.COM

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

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 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