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[MRPCAP.COM](http://MRPCAP.COM)

## **Phase I Travel and Return to Office Policy – Continued**

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. Unfortunately, the virus continues to spread and has not been contained enough to allow us to reduce restrictions. Therefore, we will continue the same travel and work from home guidelines already in place. It is my hope that we will soon return to something more normal but for now we must remain vigilant in our fight against this virus.

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.

As for travel, our policy is not changing at this time. Most of our customers are extending their work from home and visitor restriction policies, therefore all travel remains extremely restricted. We will continue to allow approved essential operational travel and urgent/critical trips which align with the following guidelines.

### **Essential to Operations:**

Travel, including air and overnight, is permitted with prior approval of an Exec Team member.

### **Urgent/Critical:**

Ground travel only is permitted with approval by a member of the Executive Team. Trip cannot include an overnight stay.



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**The following applies to all travel:**

If you or anyone in your household falls within the CDC guidelines as a “High-Risk” individual, **DO NOT TRAVEL**. Use of your personal vehicle is preferred – avoid rental cars if possible. If a rental vehicle must be utilized, be sure to understand the cleaning and disinfecting process for the vehicle you rent and conduct your own supplemental disinfecting as necessary.

**Before you Travel:**

- Obtain approval for your trip.
- Plan your route.
- Confirm availability of rest stops, gas stations, restrooms and emergency support.
- Note any closures and plan accordingly.
- Review and understand all travel advisory levels in place for your destination.
- Pack food, restaurants may not be open.
- Pack your COVID travel kit.

**During Your Travel:**

- Follow all CDC hand-washing and sanitizing guidelines outlined in the Phase I Travel Guidelines brochure.
- Practice social distancing.
- Wear facial coverings as defined.
- Use gloves and other preventive measures when applicable.
- Do not dine-in any restaurants.

As always, your safety is of paramount importance. Please seriously consider the risk vs. gain when deciding on the necessity of travel and ensure that the visit cannot be conducted virtually first. We continue to monitor the state and federal guidelines and will announce our approach and timing into subsequent phases when the conditions allow.

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.

We are Mold-Rite!

***Brian Bauerbach***

President & CEO