

March 20, 2020

Dear Acromag Business Partner,

Acromag is closely monitoring the COVID-19 Coronavirus situation, and we are taking steps to protect the health and safety of our employees, their families, as well as our visitors. This is in concert with supporting our customers through ongoing production and operational support at a level of service you have come to expect from Acromag... “to be the people customers can depend on”.

Acromag is working hard to meet our customer’s schedules. We are working closely with our supply chain to minimize any delays in product shipments and we will inform customers if / when such delays could occur. Additionally, we have now taken measures to minimize intercompany virus transmission by enacting a work-from-home safeguard for non-production team members.

Our work from home team is using secure VPN’s to provide the highest level of security to our data and easy access for our business partners to maintain “business as usual”.

Acromag is following guidelines from the W.H.O. and the CDC related to COVID-19. We have also issued the following workplace instructions to avoid workplace transmission to our employees, and all who enter our facilities, which everyone must follow:

- Everyone entering our facility must: a) wash their hands with soap and water, or hydro-alcohol solution; b) wash hands often throughout the day; c) avoid close contact (within 6 feet) with others, including handshakes, wherever possible.
- For the immediate future, no visitors are permitted in our facility unless it is of a critical nature and has been preapproved by Acromag’s upper management.
- Employees have been instructed to stay home if feeling ill, especially with flu / fever symptoms, or if they suspect they have been in close proximity to someone potentially infected with the virus. Supervisors will send employees home that exhibit any cold, respiratory and/or flu-like symptoms.
- Employees have been provided disinfecting wipes and instructed to regularly wipe down their workstations.
- Employees have been instructed on shielding coughs and sneezes; and to avoid touching their eyes, nose and mouth. Notices have been put up throughout the organization to reinforce these steps.
- Acromag has instituted a work-from-home policy for those in a position to do so.
- Acromag has stopped all international travel and have significantly limited domestic travel to critical situations.
- We are promoting and supporting using online communication for face-to-face meetings.

As the COVID 19 situation evolves, we will be evaluating the situation. We value our relationship with you and believe these precautions can help to limit the spread of illness and minimize the impact to our business relationships. Please feel free to contact Acromag if you have any questions.

Stay safe,

Kurt J. Lipsky
Executive Vice President & Chief Operating Officer

