



March 13, 2020

All UBCR/Synergistics Associates and Family Members,

Your health, wellbeing, and safety continue to be our highest priority. We will take the appropriate actions to hopefully slow the spread of COVID-19 at all of our locations. While these certainly are unprecedented times, it is important for you all to know UBCR/Synergistics is viable, strong, and built for long-term success. We have successfully faced many challenges over the years, and this will be no different!

We feel strongly that it is our responsibility to communicate with you the things we are learning, exploring and implementing in an effort to manage through the uncertainty and rapidly changing circumstances related to COVID-19. This memo will be the first of a weekly correspondence from our Coronavirus Response Committee and will continue until further notice, as necessary.

Latest News:

As you are likely aware, the COVID-19 virus (Coronavirus) has now officially been classified as a worldwide Pandemic and positive tests are beginning to show up in Michigan, Ohio and Indiana, as expected. In addition, many local and national events are being suspended or canceled, and the states of Michigan and Ohio have announced that all K-12 schools will be closing for at least the next 3 weeks, beginning Monday, March 16.

What is Schupan/UBCR doing and what have we done already?

We have formed a Coronavirus Response Committee and are meeting daily to respond to and review the latest developments of the pandemic. Below, is a list of current action items. Please keep in mind that this situation is rapidly evolving, so please bear with us!

- We are closely monitoring local, state, and federal updates and policy changes.
- We will send a correspondence memo every Friday to all employees with updated information.
- We are posting signage throughout all facilities encouraging proper hygiene and protocols (see below).
- We are actively increasing the cleanliness of facilities and disinfecting all high-touch areas, including equipment. All facility supervisors and managers are being trained to ensure these processes are strictly followed and enforced.
- We are reviewing work-from-home strategies and procedures if and when needed.
- We are reviewing our PTO policy and how to manage through the school closings and other interruptions that may impact employees' personal and family lives.
- We are considering implementing a travel restriction policy.

What should you do to protect yourself and others?

- Wash your hands thoroughly with soap and water for 20 seconds.
- Use hand sanitizer with $\geq 60\%$ of alcohol content.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing.
- Avoid contact with people who are sick by maintaining a minimum of 6 feet of distance between you.
- When possible, conduct your meetings via phone or video conference.
- Stay home if you have an illness.
- Common signs of the COVID-19 virus are: Fever, shortness of breath, and coughing. If you are experiencing any of these symptoms, please contact your healthcare provider immediately.

We encourage you to visit these websites for more information:

Centers for Disease Control and Prevention
Michigan Department of Health and Human

We understand that in this rapidly-evolving situation, there could be circumstances that may adversely impact certain individuals. We encourage you to discuss such issues with your supervisor and Management will evaluate these instances on a case by case basis.

Please join us in taking every precaution to slow the spread of the COVID-19 virus. We will update you – at a minimum – every Friday, or as UBCR/Synergistics policies and/or procedures occur from this evolving situation. Future correspondence may come from any member of our Coronavirus Response Committee which includes: Tom Emmerich, Gary Curtis, John Barry, Nick Kronsbein, Mary-Frances Oliphant, Heidi Liddle, Todd Schten, Andy Wichman, and Kendra Townsend.

This is a time when we need to pull together. Remember, this is your company. We will not change our culture of putting our employees and their welfare first. We will successfully get through this and emerge even stronger for the experience.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nick Kronsbein".

Nick Kronsbein