



Hytrol's Response to COVID-19

From the initial stages of the COVID-19 pandemic, Hytrol has strived to protect the well-being of our employees and visitors. Hytrol's leadership team has made and continues to make decisions to slow the spread while also serving the supply chain so that important products, like food and medical supplies, can reach their destinations quickly and efficiently.

We first informed staff of our efforts to keep everyone safe during a social media video presentation on March 13.

Two days later, Hytrol temporarily suspended the attendance policy to provide our employees with the needed flexibility to figure out how to deal with the changes from schools being closed at the time as well as other coronavirus impacts.

On March 17, Hytrol initiated protocols to screen anyone entering the building at limited entry points. The screening consists of a temperature check followed by a series of questions. It was at this time that we hired 10 additional employees to continuously help sanitize commonly touched surfaces daily.

All employees were also eligible for paid sick leave in the event they were impacted directly or indirectly by the virus. Hytrol transitioned 150 employees to work from home to help keep the illness from spreading.

Small changes have made a big difference including:

- Transitioning from bulk earplug dispensers to individually wrapped packaging.
- Propping open doors during the start of shifts to prevent touching doors.
- The use of plexiglass stands for screeners and those being screened.

Our on-site cafeteria has suspended dine-in services and updated its offerings and procedures to enable people to take food back to their work area and maintain a safe distance from others.

We have also supplemented our hourly rate, for production employees, with additional pay during this challenging period.

By early April, Hytrol hired Guardian Commercial Services, a commercial-grade cleaning company, to identify and frequently sanitize high traffic areas.

All the actions previously taken or planned for the future are coordinated with the latest CDC guidelines as well as Hytrol's on-site medical staff.
