



3/16/20 Updates:

We are taking proactive measures to ensure the health, safety and financial stability of our team members and company. We are taking actions to support the countries efforts in reducing the spread of the COVID-19, as well as ensuring the continued supply to our customers. Jireh continues to monitor the situation with the Pandemic COVID-19 virus each day, and will continue to communicate and react according to the guidelines for the Center for Disease Control (CDC).

PREVENTION

The best prevention for viruses, such as influenza, the common cold or COVID-19 is to:

- **Wash your hands often** with soap and warm water for 20 seconds.
- Avoid touching your eyes, nose or 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.
- Practice “social distancing”. Keep at least **6 feet distance** from each other when possible.
- **If you are sick, stay home and avoid contact with others.**
- Extra cleaning measures: Please help us clean and disinfect your work areas as well as common areas when possible.

We have posted helpful information around hygiene and social distancing throughout the plant. Please take a few moments to review these.

IF YOU BELIEVE YOU HAVE SYMPTOMS

- **If you are feeling any of the following symptoms:** fever, cough, difficulty breathing – please call the COVID-19 hotline before seeking care at a hospital, Urgent Care, etc.:
 - **Spectrum Health - COVID-19 Hotline (free service) at 616.391.2380.**
 - **Holland Hospital - COVID-19 screening Hotline (free service) at 616-394-2080.**
 - They will help you determine your next appropriate step.
- Most likely, a virtual med-visit may be recommended, but we are being asked to avoid emergency rooms visits, urgent care centers and doctors’ offices **unless you are experiencing a true emergency.**
- For more information → www.cdc.gov/COVID19 or <https://www.michigan.gov/coronavirus/>

BUSINESS RELATED ACTIONS

1. In terms of business-related travel, we are **suspending all non-essential travel**, including customers, suppliers, and between facilities. All travel must be approved by a member of the executive team. If your work can be completed via phone, Facetime or Webex, please do that.
2. We are suspending all non-essential visits into our facilities from visitors.
3. In addition to protective measures at work, please also take precautions to implement social distancing when possible.
4. The above-mentioned policies are in place until further notice.

EXPECTATIONS

Team members may be notified of exposure experienced during recently attended events and be asked to self-quarantine as a result. If your children’s school or daycares closes, if you have either tested positive to COVID-19, if you have been in direct contact with someone who has tested positive to



COVID-19, or if you received formal notification to quarantine, **we will modify our attendance and paid time off policies** (with proper documentation) to allow you time to make the necessary arrangements.

Undoubtedly, we will have team members and their families impacted. We thank you in advance for being as flexible as you can in making sure we take care of our customers. Your safety is most important.

OUR COMMITMENT

We don't know exactly what the upcoming days will look like, but we will commit to you:

- We will continue to monitor business and health conditions as necessary, and will communicate accordingly.
- As a company and community, we will continue to work together to support those most affected.
- We will work to meet our customers' needs as responsibly as we can.

This is an unprecedented situation and we are asking you for your support flexibility. In order for Jireh to be able to ensure COVID-19 has the smallest impact to our team members we will need all team members to do more to cover any shortfalls. This will take the form of helping cover absences, working overtime and supporting each other. We will come through COVID-19 and be better as a company, city, state and nation!