



CORPORATE
HEADQUARTERS

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From: CTB, Inc.
To: All Employees
Re: Coronavirus Guidance
Date: March 13, 2020

As a Company, the welfare of our people is paramount. We must pay close attention to the evolving conditions related to the spread of the 2019 Coronavirus (COVID-19). Therefore, we ask that you take the following steps outlined in this memo. Your efforts will help us continue to maintain a safe workplace and help preserve the continuity of our business operations in the event of further spread of this and other viruses. Please follow the guidelines in this memo, as well as any additional guidelines issued by your Business Unit for your location if more restrictive.

While the Company is following and reviewing information from a variety of resources concerning this situation, it is most closely reviewing information being provided by the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), and other related government agencies. We ask that you pay close attention to guidance issued by these agencies, as well as agencies knowledgeable about the conditions specific to your local area.

We will also engage our vendors and business partners in identifying and mitigating possible supply chain issues related to the current and evolving conditions. And, we will be comprehensive and disciplined in our financial management of the Company as we closely follow the potential impact on our markets to stay ahead of any significant disruptions.

Effective immediately, we are suspending all non-essential business travel until further notice. Non-essential travel includes, but is not limited to, conferences, seminars and meetings that can be done via telephone or videoconference versus in-person attendance. We encourage the use of technology to conduct business as much as possible. All other business travel must be approved by your business unit General Manager. Also, if you have essential business or personal travel planned, please be sure to check for travel advisories on the U.S. State Department website, the CDC website, or the relevant agency for your home country if located outside of the US. At the same time, we will also seek cooperation from suppliers and other vendors to limit site visits and reduce risk.

We also encourage working from home/telecommuting during this time where appropriate and feasible, subject to requirements in your locale and approval by your supervisor. The feasibility of this approach at each location is currently being assessed.

Given the potential for COVID-19 to spread, and the already widespread seasonal influenza (flu) virus, it is important that we continue practicing good hygiene in the workplace and take additional proactive steps to mitigate the spread of these viruses. Based on CDC recommendations, Employees are reminded of the following:

- **Wash your hands.** Regularly wash your hands with soap and water, making sure to scrub for at least 20 seconds. In addition to hand washing, consider using alcohol-based hand sanitizer that contains at least 60% alcohol.
- **Maintain distance.** Maintain at least 6 feet of distance between yourself and anyone who is coughing or sneezing or showing any symptoms of COVID-19.



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- **Avoid touching eyes, nose and mouth.** Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth and make you sick.
- **Practice respiratory hygiene.** Cover your mouth and nose with a tissue or a bent elbow (not your hand) when you cough or sneeze. Then dispose of the used tissue immediately.
- **Clean surfaces that are touched by other people.** If you share a workstation, clean commonly touched surfaces at the end of your shift. Contact your supervisor for guidance on where to find cleaning solution, wipes and disposable gloves and their proper use.

Company Policies Related to COVID-19:

- For the health and safety of all your coworkers, it is essential that you do not report to work if you suspect that you have COVID-19.
- If you become ill at work with acute respiratory illness symptoms (i.e. fever, cough, shortness of breath), notify your supervisor so that you can be separated from other employees and be sent home immediately. If you can notify your supervisor by telephone or email, you should do so.
- If any of the following apply to you, do not report to work for at least **14 days**: (1) You suspect that you have been exposed to COVID-19, (2) You share a residence with someone that has COVID-19, or (3) You are a caregiver for someone that has COVID-19.
- If you are showing any symptoms of COVID-19, seek immediate medical treatment and do not report to work until either (1) a healthcare provider examines you and confirms that you do not have COVID-19, or (2) a healthcare provider diagnoses you with COVID-19 and then clears you to return to work. (Note: For US based employees, health plan coverage information related to covering the cost of COVID-19 testing will be sent to you in a separate communication. For employees outside of the US, please consult your local Human Resources Manager regarding your health plan coverage.)
- Please follow the policy applicable to your location related to sick leave and for reporting that you will be absent. If you have contracted COVID-19, and you believe you became infected with the disease while working for the Company, including during work-related travel, please immediately alert the Human Resources Manager for your location.
- For all medically confirmed cases of COVID-19, including anyone with complications from the disease or anyone requiring extended leave to recover, please contact the Human Resources Manager at your location in order to obtain information about any medical leave that may be available to you, and how to apply for leave.
- CTB, and each of its subsidiary companies, will be suspending enforcement, for the next 30 days, of any attendance policies for absences resulting from any of the following: (1) Confirmed or suspected exposure to COVID-19, (2) a diagnosis of COVID-19 and (3) Parents who provide documented evidence of lack of childcare required due to school or daycare closures related to COVID-19.

Thank you for your support and trust as we continue to navigate these evolving conditions. We will issue additional guidance and information as the situation continues to develop.