



## COMPANY STATEMENT & PLAN REGARDING COVID- 19 Pandemic

March 19, 2020

**Dorstener Wire Tech Inc. & Porous Metal Filter Inc.** have several priorities we will focus on during the COVID-19 Pandemic:

Our current priorities are:

- \*Safety and health of our employees
- \*Fulfilling Customer Orders
- \*Doing our part to help control and reduce the spread of the Covid-19 virus.

We are currently taking the following steps to ensure the Safety & Health of our Employee's:

- All outside sales personnel will work from home and will not travel or have face to face meetings until April 18<sup>th</sup>, 2020 or until it is safe to do so per CDC guidelines
- Several inside sales and sales support staff will work remotely from home.
- Our management and executive teams will not travel domestically or internationally until April 15<sup>th</sup>, 2020 or until it is safe to do so per government guidelines.
- Any person that is sick must take off a minimum of two (2) weeks. Any employee experiencing a fever during an illness must have a medical release prior to returning to work or according to government requirements. People that are susceptible to the virus, need to visit a health care provider, feel sick, or need to take care of family members that are ill will be allowed to do so for up to two (2) weeks or per government regulations.
- Our work force is practicing "Social Distancing" per CDC recommendations.
- No outsider visitors will be allowed to meet at our facility from March 18 – April 18<sup>th</sup>.
- All production staff must utilize gloves regardless of the task.
- We will continue to follow CDC guidelines for sanitary controls.

To ensure order fulfilment to customers we are taking the following steps:

- Daily reviewing and monitoring our supply chain. We currently have a large inventory of common items for our industry and customers. Our supply chain is currently stable. We have multiple approved vendors in Asia, Europe and North America for most raw materials

-We are monitoring the logistics and transportation. Ocean and ground transportation are stable. Domestic Air freight is stable. International air freight has limited capacity and has experienced delays.

-We have split our production work force into two teams. The two teams will not have overlapping work hours and will have ample workspace so they can avoid contact.

-We are monitoring and contacting critical support vendors (Tooling, Shipping Supplies) Etc. The current situation is stable.

-We are operating to ensure prompt service with accurate information. We still have capacity and personnel for overtime.

-We are contacting all customers to keep them up to date on orders and our production status.

To help reduce the spread of COVID-19 we will comply with Federal, State and local mandates.

-We continue to monitor all government agencies in our area to ensure we are taking proper precautions to help limit the spread of COVID-19. The current situation in our area is stable.

Thank you for your concern and cooperation during this difficult time.

Sincerely,

Pat McGreenera

VP