



March 16, 2020

Re: COVID-19 (2019 Novel Coronavirus)

HIT continues to monitor the spread of COVID-19 and follow the latest guidance from Center of Disease Control (CDC), the World Health Organization (WHO), local governments, and public health agencies. The health and well-being of our employees and their families is of utmost importance. Accordingly, Hit has taken the following actions:

- Introduced rigorous additional cleaning procedures and are increasing the number cleanings per shift on employee restrooms, lunchroom, and other key employee areas
- Increased the number of hand sanitizer stations
- Posted the CDC guidance on proper hand washing and other personal hygiene steps to reduce exposure risks in all restrooms
- Staggered employee lunches and breaks to reduce head count in high traffic locations.
- Encourage any employee feeling ill to remain home, anyone feeling ill will need to be 24 hours free from symptoms without having to take medication to be assist with symptom control before they can return.
- Allowing employees to use available PTO, suspension of attendance policy

In addition, our Business Resiliency Plan has been activated as below, with the goal of ensuring that essential services remain operable for our employees and customers:

- Enabling work from home capabilities for applicable departments and key positions
- Limiting all non-essential business travel
- Canceling or postponing all facility tours
- Assembling a work group comprised of ownership and senior management to stay in constant communication regarding the virus, operational impacts, and take proactive measures to protect employee health

There are currently no direct virus impacts or delays on production in Hit's facilities. We are actively monitoring the evolving situation and are ready to implement immediate changes to ensure the health of Hit employees. Should the production status of any facility change we will communicate in a clear and transparent manner.

Thank you,

*Matthew C. Hare*

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