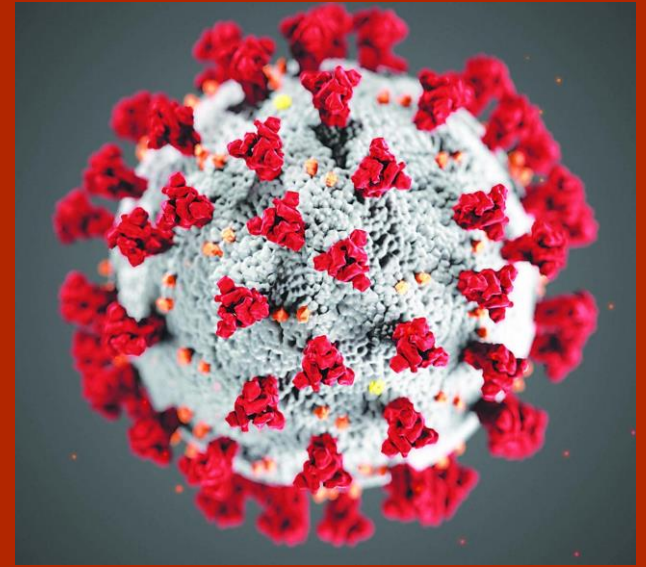


H.E. ORR COMPANY

COVID-19 PLAYBOOK



AN OVERVIEW OF H.E. ORR'S COVID-19 PANDEMIC PREPAREDNESS & RESPONSE PLAN



H.E. ORR'S COMMITMENT

(INTEGRATED MANAGEMENT SYSTEM POLICY)

- Protection of its associates, the environment, and its business by:
 - Prevention of illnesses and accidents attributed to the work place; pollution to the environment, and quality defects and disruption to its customers;
 - Compliance
 - Relevant legislation, regulations, specifications and requirements mandated by law;
 - Key customers;
 - Other stakeholders and external parties with whom we have chosen to subscribe;
 - Continual improvement
 - Effectiveness of the IMS;
 - Enhanced performance.

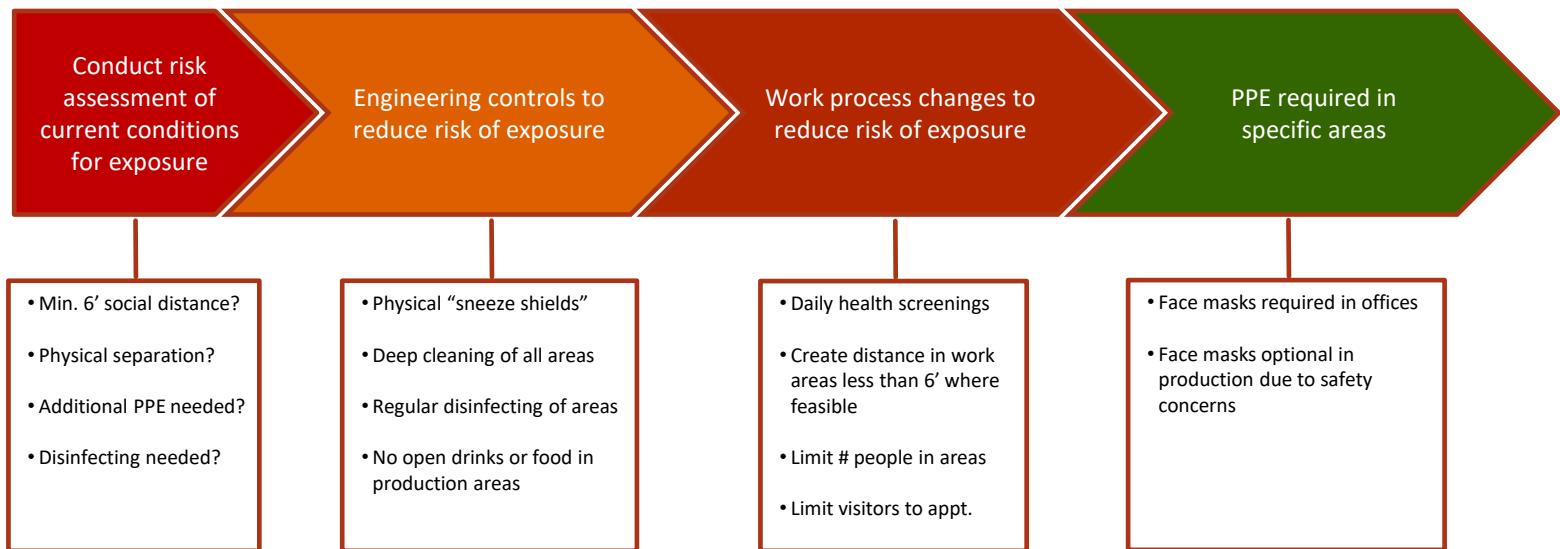
(INTEGRATED MANAGEMENT SYSTEM POLICY)

- Top management is also committed to:
 - Being a responsible corporate citizen;
 - To being respectful of all cultures;
 - And to giving consideration to the concerns of others.



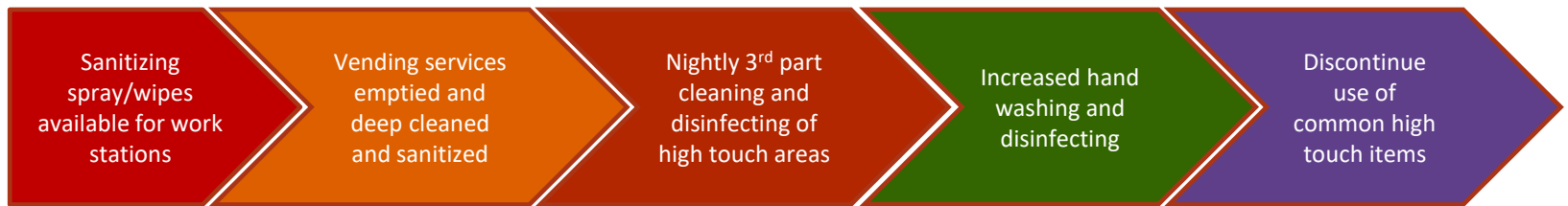
PATHWAY TO ASSOCIATES RETURNING TO WORK

- H.E. Orr has a role to play in ensuring the safety of its associates upon returning to work
- Follow CDC and State of Ohio guidelines



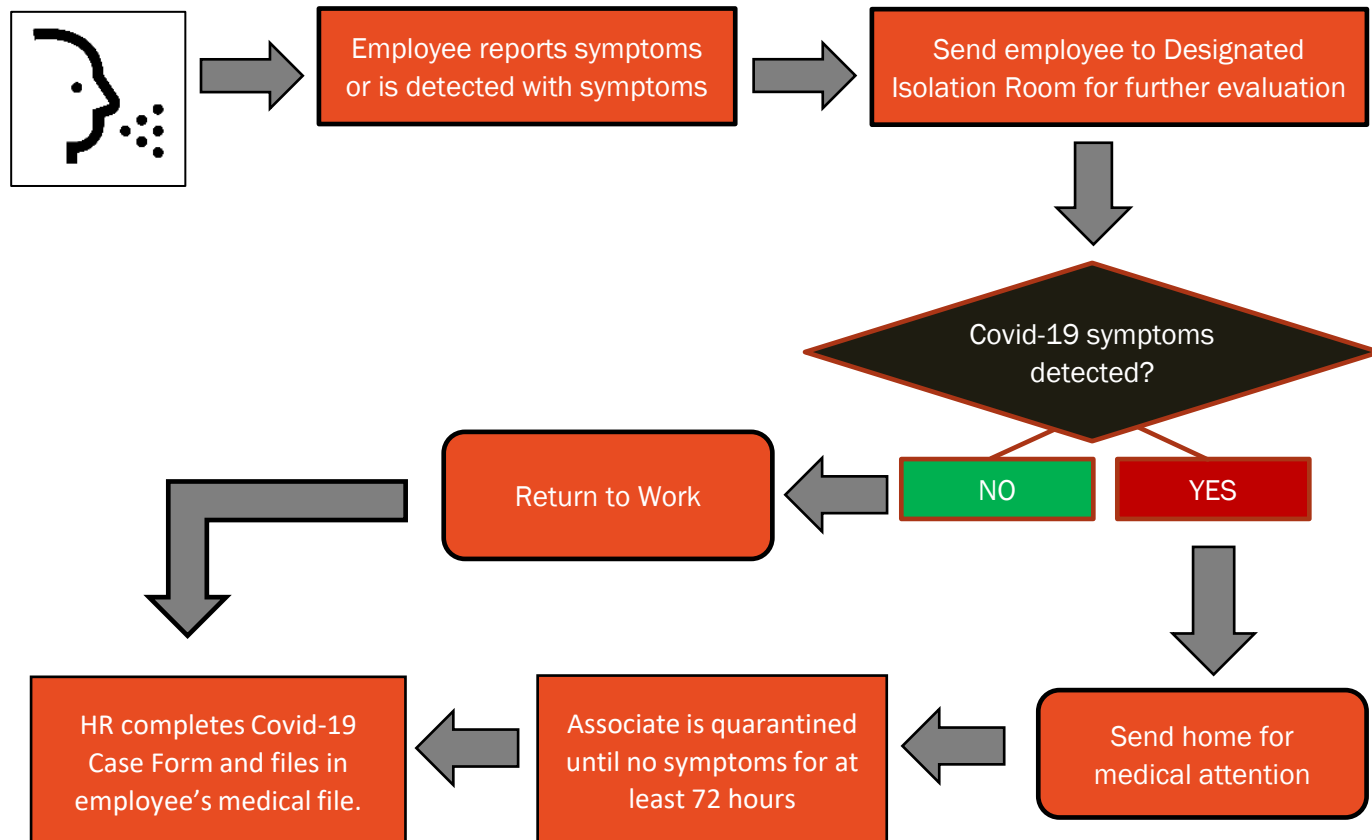
SANITIZING MEASURES

- Increasing sanitizing efforts will help to mitigate transmission of disease
- Everyone has a role to play in slowing any transmission of disease



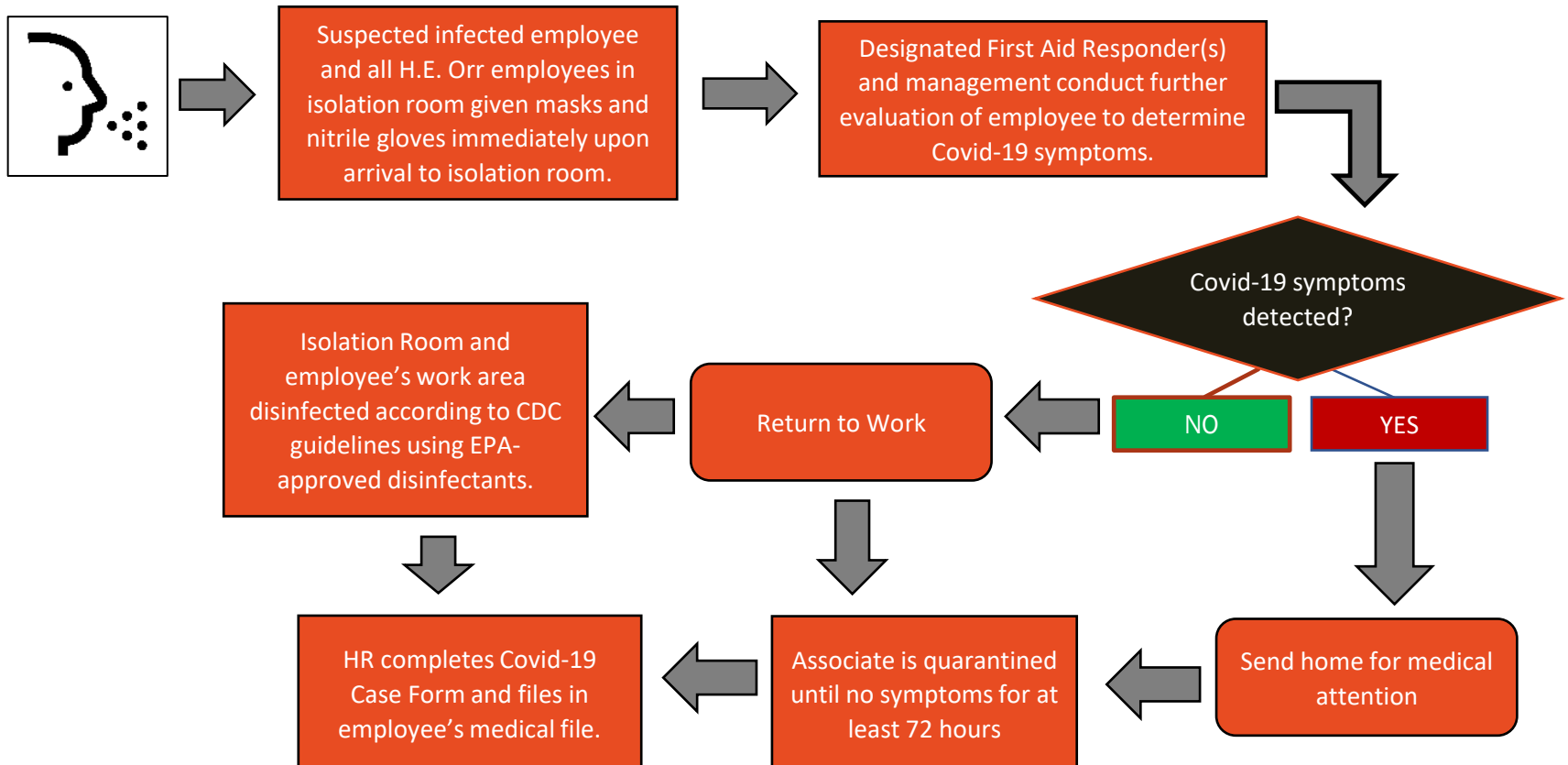
IDENTIFYING SYMPTOMS AND PROTOCOL

- If an associate is suspected of having Covid-19 symptoms, the protocol below will be followed. This protocol is to help reduce exposure to Covid-19.



PROTOCOL FOR ISOLATION PROCEDURE

- To reduce the risk of exposure to Covid-19 to other associates, the protocol below will be followed for isolation of associate.



HEALTH SCREENINGS

- Associates will complete a Covid-19 questionnaire upon return to work
- Associates should report any suspected symptoms to their supervisor immediately
- Temperature checks will be taken daily; any temperature over 100.4 degrees F. will require Covid-19 protocol
 - Please practice social distancing while waiting for a temperature check
 - As much as possible, your private health information will be kept confidential



PROTECTIVE EQUIPMENT NEEDED

- Associates in the office areas will be required to wear face coverings (unless in an office alone)
- Productions associates are encouraged but not required to wear face coverings when working on production lines
 - Safety concerns with wearing face coverings will be top priority
- Face coverings must cover the nose and mouth entirely
- Associates may use their own face coverings if it meets the requirements for protection
- All other PPE will still be required in addition
 - Gloves
 - Safety glasses
 - Steel-toed shoes
 - Hearing protection



SOCIAL DISTANCING GUIDELINES

Our goal is to eliminate the need to work within 6 feet of each other.

- Limit social interactions as much as possible
- Enclosed offices will have limited occupancy
- Communal areas, such as break rooms, will have limited occupancy
 - Break/lunch tables will be limited to number of people
 - Limit # people in locker areas. Change at home when possible.
- When around other associates, use face covering, if possible
- Maintain minimum 6 feet physical distance while in the workplace
- All meetings will be limited to attendees to maintain adequate physical distance



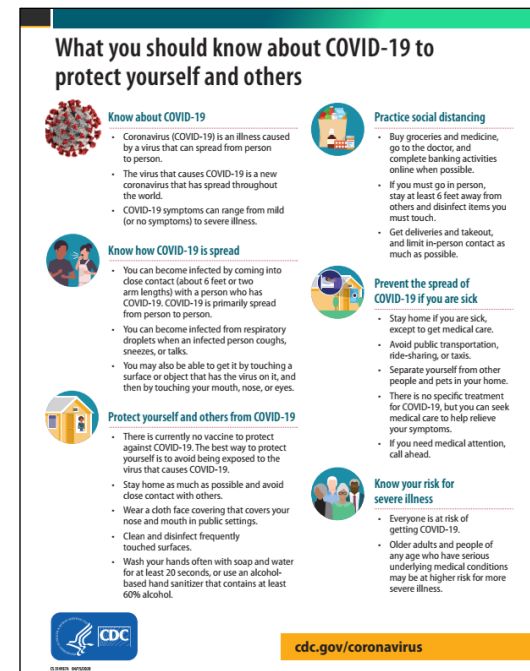
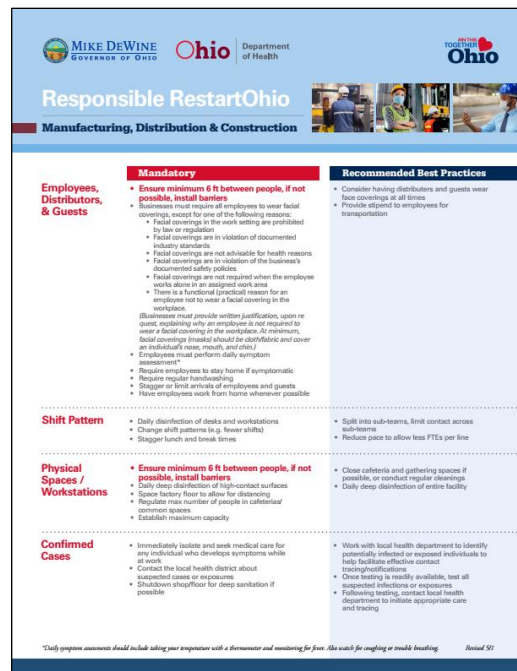
SANITIZATION OF EQUIPMENT BY ASSOCIATES

- When possible, restrict the use of common tools (radios, PPE, etc.)
 - If tools are used by more than one associate, clean & disinfect the tool before passing to the next associate
- Wear gloves when at all possible to reduce the risk of exposure
- Stylus pens will be available and used at work stations to avoid touching screens & computer equipment with hands
- Office associates are responsible for daily cleaning and/or disinfecting of their work areas
- Production associates are responsible for daily cleaning and/or disinfecting of their work stations at the end of their shift



PROVIDING ASSOCIATES WITH HEALTH AND WELLNESS EDUCATION

- We want to provide associates with any education or assistance to reduce exposure to Covid-19
- If there are any questions or concerns, please address them with your supervisor or any member of management



GETTING BACK TO WORK SAFELY

- All of our processes and protocols are designed to help our associates return to work safely;
- We also want our associates to go home every day safely and healthy;
- All of these efforts are required of everyone at H.E. Orr to protect each other, our families and our communities.

