



COVID-19 Update

March 17, 2020

In accordance with guidance from the World Health Organization, the Centers for Disease Control and Prevention and other health authorities, we thought it prudent to update you all on our response to the current coronavirus situation. We understand that this is a serious situation that requires a concerted effort on the part of public and private sectors across the globe to control. The health and safety of our employees and customers stay a paramount priority for our company and our leadership.

As such, we have prepared a response plan, guidelines and other recommendations for our employees regarding the current state of our community.

We have:

- Spoken to our employees to let them know our number one priority is their health and safety
- Encouraged employees who can work from home to do so
- Communicated with all employees the CDC recommended best practices to prevent the spread of the disease
- Informed all employees who feel sick or have been around someone who is sick to stay home
- Waived our attendance policy for any absences related to the coronavirus
- Increased frequent cleaning in all our plants and offices
- Put a hold on all unnecessary travel
- Asked our employees to use technology to conduct meetings rather than bringing people into the office

Manufacturing plan:

- We will continue to manufacture products and are working overtime to reduce our backlog
- We are hiring in each of our plants to continue supporting our customers' needs
- We do not anticipate any parts or materials shortages from our vendors as of today

We will continue to evaluate this situation day to day as the situation evolves and more information becomes available. Please know that we are working diligently to lessen any impact to our customers. We encourage you to reach out to any Milbank management employee if you have any questions or concerns.

Sincerely

Brad Skinner
President & Chief Executive Officer