



Coronavirus (Covid-19) Communication

Since our first notice last Thursday, events surrounding the Coronavirus have continued to change. Again, this information is *constantly* evolving, and we'll do our best to share what we know as things change for us here at Pax. We are asking all of you to take this information *very* seriously.

The medical information on Covid-19 shows that it is much more contagious and much more lethal than the common flu, so we're doing what we can to help slow the spread of the virus. Taking these measures may not impact you directly, but it could affect your elderly loved ones. Even though the Coronavirus has not been directly identified locally, we must be mindful that the experts are indicating that Covid-19 is *nowhere* near over. Two months from now we'd rather say that we overreacted to this situation rather than we did not react fast enough.

We remind you to temper fear with reason, panic with patience, and uncertainty with education.

We ask that everyone continue to take **common sense** approaches to reducing the spread of the virus, including:

- Washing your hands often with soap and water.
- Avoiding crowds.
- Keeping at least a 3-foot distance from each other (preferably 6 feet). This becomes difficult at times in the workplace, but please be very conscious of this at all times.
- When coughing or sneezing, cover your mouth & nose with a flexed arm or tissue. Throw away the tissue and wash your hands.
- If you are sick – stay home.

Some measures we are taking within the plant:

- We will be increasing the frequency in which we clean off lunch tables and clean around drinking fountains.
- Spray bottles with disinfectant and rags will be placed at each truck dock and near telephones in the break rooms.
- In shared work spaces or shared tools/equipment please be very conscientious.
- Vending machines will be wiped down daily by the supplier.
- For doors, try to limit using the palm of your hands if at all possible.

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We have taken additional steps to limit the amount of people coming into the plant and offices as well as limiting employee visits to customer and supplier sites:

- Visitors to Pax will be limited to essential visits only. Visits to Pax Machine or Pax Products will need the prior approval of Mike or Steve Pax.
- We are encouraging the use of on-line meetings with our customers and suppliers whenever possible.
- Truck drivers coming to Pax are required to stay at the dock area when they arrive at Pax.
- Any employee visits to Customer or Supplier facilities, Training seminars, Business Conferences, etc. must have the prior approval of Mike or Steve Pax.

If you are experiencing symptoms of Covid-19 virus, which includes fever, cough, shortness of breath and fatigue:

- We ask that you stay home.
- If you are at work when the symptoms develop, we ask you to advise your supervisor and leave work immediately.
- Call your physician to discuss your symptoms or contact Mercer Health @ 419-678-5395 for further direction. As an option, you can also discuss your symptoms with a doctor using Anthem's Live Health On-Line. (See Carol Knapke for more information on Live Health).
- Please stay at home as directed by your physician until you are free of fever or symptoms for at least 24 hours.

Any Full-Time employee who develops a confirmed case of Covid-19, will be covered under our Short-Term Disability Policy. Typically, there's a waiting week under the Policy, and then you are paid 2/3 of your normal workweek for up to 12 weeks. For those who contract Covid-19, Pax will waive the waiting week and reimburse you 100% for the waiting week and 100% for the second week of absence. After that, you will be reimbursed in line with the standard provisions of the Short-Term Disability policy. Part-Time employees who are not eligible for Short-Term Disability will be reimbursed by the company at 100% of your normal work week for the first two weeks of illness.

If you need to stay home to care for your child or other family member who has contracted Covid-19, please contact Carol Knapke to request Family Medical Leave. Please continue to monitor and protect your own health, while caring for your family member.

For those of you on the Pax Machine Health Plan, you will not be charged for COVID-19 testing costs.

Congress is currently debating providing assistance for employees affected by Covid-19. Based on the results of that legislation, we may need to further modify the comments mentioned above

Basic protective measures against the new coronavirus

Stay aware of the latest information on the COVID-19 outbreak, available on the WHO website and through your national and local public health authority. Most people who become infected experience mild illness and recover, but it can be more severe for others. Take care of your health and protect others by doing the following both at work and at home:

Wash your hands frequently

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.

Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

Maintain social distancing

Maintain at least 6 feet distance between yourself and anyone who is coughing or sneezing.

Why? When someone coughs or sneezes, they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease.

Avoid touching eyes, nose and mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Why? Droplets spread virus. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and COVID-19.

If you have fever, cough and difficulty breathing, seek medical care early

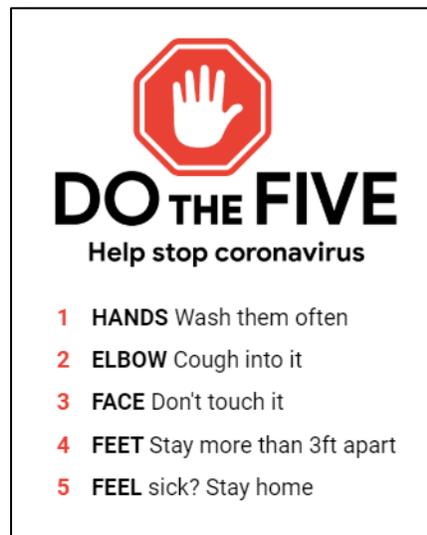
Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

Why? National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

Stay informed and follow advice given by your healthcare provider

Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19.

Why? National and local authorities will have the most up to date information on whether COVID-19 is spreading in your area. They are best placed to advise on what people in your area should be doing to protect themselves.



For More Information, please visit these resources:

- CDC – Centers for Disease Control and Prevention – <https://www.cdc.gov>
- WHO – World Health Organization – <https://www.who.int/>
- ODOH – Ohio Department of Health - <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/>
- OSHA – Occupational Safety & Health Administration – <https://www.osha.gov/SLTC/covid-19/>
- Johns Hopkins – <https://coronavirus.jhu.edu/>