



Re: Coronavirus Update
March 13, 2020

Dear Team Members:

This past week has tested us as a team. It has also tested our local communities, our country, and the world at large. Multiple times per day we have been inundated with headlines related to Coronavirus (COVID-19) and how it is affecting the world we all love so much. I have no doubt that this is something that we need to take seriously. I also have no doubt that we will find our way through these turbulent times.

Throughout the week our leadership team has noticed a few best practices across many businesses which seem practical and make sense for us to adopt. To follow are some changes we are introducing at MI:

- We are limiting business-related air travel through the end of March
- Sales is taking steps to reschedule non-essential customer visits and plant tours
- Supply Chain is limiting face-to-face vendor meetings
- We are constantly monitoring our workplace cleaning standards by following industry best practices and Center for Disease Control (CDC) recommendations
- Posters encouraging frequent hand washing as well as information obtained by the CDC on virus transmission prevention have been posted throughout our facilities
- Hand sanitizers have been placed throughout our facilities
- Team members who recently traveled to or through countries with a level 2 travel advisory or higher (per the U.S. State Department) should contact their local HR representative prior to returning to work

In addition to these actions, we are actively monitoring communications from the CDC, the World Health Organization, and the Department of Public Health. The CDC recommends everyday preventive actions to help prevent the spread of respiratory diseases. Please reference CDC guidelines, located [HERE](#).

During these times I would encourage all of us to be heads up to the risks associated with COVID-19 and at the same time remain optimistic that as a team, a country, and a world we will in fact prevail. As additional information becomes available and business decisions are made we will communicate with you. If you have questions, please reach out to your local leadership team. Be smart, stay safe, and remain confident!

With Respect,

A handwritten signature in black ink, appearing to read 'Matt DeSoto'.

