



# COVID-19 STATUS UPDATE

In order to continue to serve our customers well, ICC management is closely monitoring the situation regarding the spread of COVID-19. We have adapted our procedures as well as our preventive measures according to this rapidly evolving situation. Our priorities remain focused on best protecting the health and safety of our employees, and continuing to provide you with quality products during this challenging time. All of our production lines are at full operation, manufacturing lead times remain on schedule, and customer service continues to answer calls and emails.

Customer service truly is a top priority for us, and we will continue to do everything we can to provide the products you need. That being said, we will not put the health of our employees at risk and we are prepared to make adjustments as necessary, to ensure their safety. We have taken exceptional measures to limit the spread of disease at our facility and we will take further action as the situation evolves. To date, our preventative measures include, but are not limited to:

## **Behavior**

- Anyone returning from travel is required to self quarantine for 14 days upon return
- Employees showing flu-like symptoms are to remain at home
- Employees are asked to keep 1m (3') distance from coworkers at all times
- Preferred communication with colleagues is by phone or via email, as much as possible
- Handling of public items such as water dispensers, is done with a tissue
- All trainings have been canceled or postponed
- Communal computers, phones, and machines are to be cleaned before and after each use, and supplementary cleaning crews come twice a day to disinfect and wash public spaces such as handles, counters, etc.
- Disinfectant stations have been added to strategic locations within ICC

## **Cafeteria:**

- Lunch times have been staggered to restrict the number of employees in the cafeteria at the same time
- One seat space is being left between all employees while eating
- Disinfectant on all tables with cleaning before and after all meals
- The entrance is a dedicated entrance only, and the exit is an exit only. This avoids coming face to face with someone going the other way

## **Visitors**

- Visitors are limited to essential entry, only
- Visitors are asked standard questions about travel habits and their health prior to entry
- All visitors are witnessed disinfecting their hands upon entry into the building
- No truckers are allowed in the building, they must wait in their truck at the factory docs

We have been around for 30 years and have seen our share of economic ups and downs. Please know that our strategic planning which is key to our culture and success has placed us in a sound position to respond with flexibility to this rapidly evolving situation. We will continue to provide updates as the situation changes at ICC.

Thank you for your support, as we continue to do our best to support you as well.

