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[MRPCAP.COM](http://MRPCAP.COM)

## Phase I Travel and Return to Office Policy

Re: Mold-Rite Plastic Employees

The survey results are in and the message is clear. Employees are comfortable working from home and do not feel productivity is impeded. 58 of 59 survey responses completed – Thank You for your feedback. 91% of respondents agreed or strongly agreed that they were comfortable working from home and felt they were as productive. 83% of the respondents were comfortable with the protocols in place and felt MRP was capable of creating a safe office environment, post COVID. 65% of the respondents felt comfortable traveling for work. The majority of respondents felt the measures being suggested around personal protective equipment, staggered office hours, social distancing measures while in the office and sanitization initiatives would be valuable and effective.

Taking your input into consideration, along with the uncertainty around travel and continued advancement in case increases in several states, reinforces the need to be conservative with our approach to widespread travel and a rush to get everyone back to the office. For these reasons, we will continue our work from home status at this time. Secondly, if you have a strong desire or need to get back into the office, please address with your supervisor and approval will be granted on a case by case basis.

As for travel, our policy is not changing at this time. Most of our customers are extending their work from home and visitor restriction policies, therefore all travel remains extremely restricted. We will continue to allow approved essential operational travel and urgent/critical trips which align with the following guidelines.

### **Essential to Operations:**

Travel, including air and overnight, is permitted with prior approval of an Exec Team member.

### **Urgent/Critical:**

Ground travel only is permitted with approval by a member of the Executive Team. Trip cannot include an overnight stay.

The following applies to all travel:

If you or anyone in your household falls within the CDC guidelines as a “High-Risk” individual, DO NOT TRAVEL. Use of your personal vehicle is preferred – avoid rental cars if possible. If a rental vehicle must be utilized, be sure to understand the cleaning and disinfecting process for the vehicle you rent and conduct your own supplemental disinfecting as necessary.



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**Before you Travel:**

- Obtain approval for your trip.
- Plan your route.
- Confirm availability of rest stops, gas stations, restrooms and emergency support.
- Note any closures and plan accordingly.
- Review and understand all travel advisory levels in place for your destination.
- Pack food, restaurants may not be open.
- Pack your COVID travel kit.

**During Your Travel:**

- Follow all CDC hand-washing and sanitizing guidelines outlined in the Phase I Travel Guidelines brochure.
- Practice social distancing.
- Wear facial coverings as defined.
- Use gloves and other preventive measures when applicable.
- Do not dine-in any restaurants.

As always, your safety is of paramount importance. Please seriously consider the risk vs. gain when deciding on the necessity of travel and ensure that the visit cannot be conducted virtually first. We continue to monitor the state and federal guidelines and will announce our approach and timing into subsequent phases as the details are defined.

You and your job at Mold-Rite are very important and our products continue to be in high demand around the world. It is important that we keep our team safe as we work to support ongoing efforts to fight COVID.

We are Mold-Rite!

***Brian Bauerbach***

President & CEO