

A note from the President of Midwest Security Products regarding the re-opening of businesses

The health and safety of Midwest Security Products employees, customers and partners is our primary concern as we continue to monitor the COVID-19 situation. Our current policies and procedures are based on recommendations from the Centers for Disease Control and Prevention (CDC), and local and national agencies. The following summarizes the steps we are taking in regards to our facility, our non-traveling employees, our traveling employees and our visitors. We have remained open during this crisis to serve our customer's needs and we are prepared to safely meet with you in person.

As we resume meetings at customer facilities, we will always follow required procedures to ensure the health and safety of all parties.

MIDWEST SECURITY PRODUCTS FACILITY:

- All doors that can be propped open have been.
- Any door that cannot be propped open (entrances and restrooms) are wiped down with an anti-bacterial hard surface cleaner twice a day...once in the morning before employees arrive and once at the end of the day after employees are gone.
- All public keyboards and mice are being wiped down before each use.
- Restroom doors have been equipped with foot pulls so employees can open the door without touching the handles.
- Employee work stations have been modified to accommodate social distancing guidelines.
- In the areas where social distancing cannot be maintained, barriers have been set-up.
- In areas where social distancing cannot be maintained and where barriers cannot be set-up, the number of employees in that area at the same time has been limited.
- Food items such as donuts and cookies that would normally be shared "family-style" have been eliminated.

VISITORS:

- All visitors are required to have their temperatures taken upon entering the building. Any visitor with a temperature of 100.4 will be turned away.
- All visitors are required to wear a mask during their visit at the Midwest facility.

ALL MIDWEST EMPLOYEES:

- are having their temperatures taken upon entering the building each day. Any employee with a temperature of 100.4 or higher will be sent home immediately.
- have received hospital grade hand sanitizer for their work area.
- have access to masks and are free to wear them if they choose. At this time Midwest does not require employees to wear masks in the facility.
- employees are not to be in the building if they:
 - have a fever of 100.4 or higher.
 - have had prolonged contact with someone who has tested positive in the past 14 days.
 - they or a household member have been tested for COVID-19 and are awaiting test results.
 - they or a household member has tested positive and have not yet received a doctor's clearance to return to work.

TRAVELING EMPLOYEES:

- are required to self-check their temperature prior to visiting customers or suppliers. These employees are not authorized to travel if they:
 - have a fever of 100.4 or higher.
 - have had prolonged contact with someone who has tested positive in the past 14 days.
 - they or a household member have been tested for COVID-19 and are awaiting test results.
 - they or a household member has tested positive and have not yet received a doctor's clearance to return to work.
- are carrying water and snacks so as to minimize stopping for meals.
- will be calling customers in advance and asking about their protocols for on-site visits. In addition, they will be sharing our protocols – respectfully we will not just show up.
- will confirm customer protocols for visiting or dropping off any items prior to the visit.
- will not bring any food or refreshment items when visiting a customer or supplier location.

We will continue to monitor the situation, adjust our policies as needed and inform you of any further changes as necessary. We are committed to maintaining a safe and healthy workplace while serving our customers as we all move past this challenging time.

If you have any questions, please contact us.

Sincerely,

Douglas Schoenrock
President, Midwest Security Products