

To: All Employees

From: Joe Grilli

Date: 3/16/2020

Subj: Coronavirus Hygiene Practices (slide 1 of 2)

- Please wash your hands regularly, which includes prior to punching in or after punching out
- If you must sneeze or cough, then please make sure you sneeze/cough into the fold of your arm
- Exercise “Social Distancing” practices for the following:
 - When getting in line to punch in or out, please provide adequate space between each other
 - On breaks or lunches, it is recommended to not share food or drinks with one another
 - Try to keep safe distances, as best you can, in your work environment
 - We will eliminate the need to have meetings in offices and/or the training room for the near future

(continued)

To: All Employees

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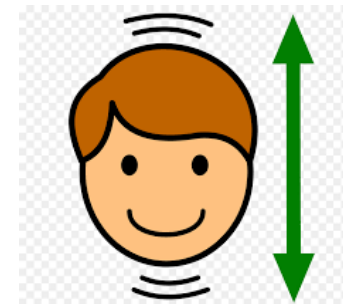
- We reached out to our cleaning company last week to request that additional sanitizing practices are put into place and they began this past weekend at implementing them into our facility.
- These are all basic practices that we should all be aware of and practicing during these challenging times. As more information becomes available, then we will provide everyone with an update. If you have any questions regarding the Coronavirus Hygiene Practices, then please feel free to contact Rachel Heavilin or myself.

Thank you,
Joe Grilli

Coronavirus - Employee Guidance

Please note the below guidance regarding the Coronavirus. All questions/concerns should be directed to your local HR representative.

- If you have tested positive for Coronavirus, you are to stay home until you are cleared to return to work by a health care professional.
- If you have been to an area of concern, are exhibiting symptoms, or have been exposed to someone who has tested positive for Coronavirus, we encourage you to visit your health care provider and we ask that you contact your local HR representative to discuss the best way to proceed to keep everyone safe.
- Don't shake hands! All physical contact should be limited, but let's take a pro-active step and eliminate hand-shaking while there are significant health concerns. As an alternative, nod your head or wave to acknowledge each other.



COVID – 19 Prevention

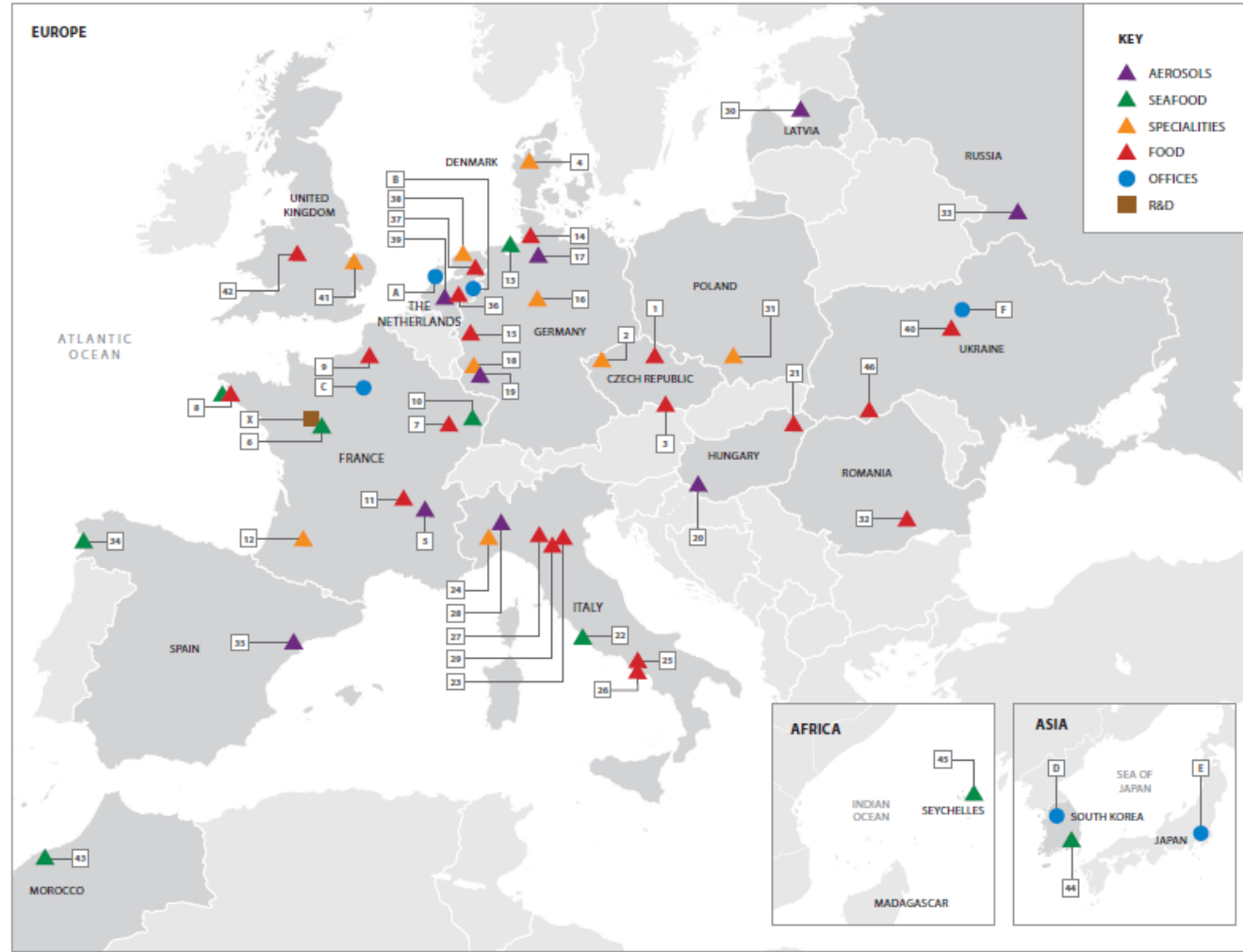
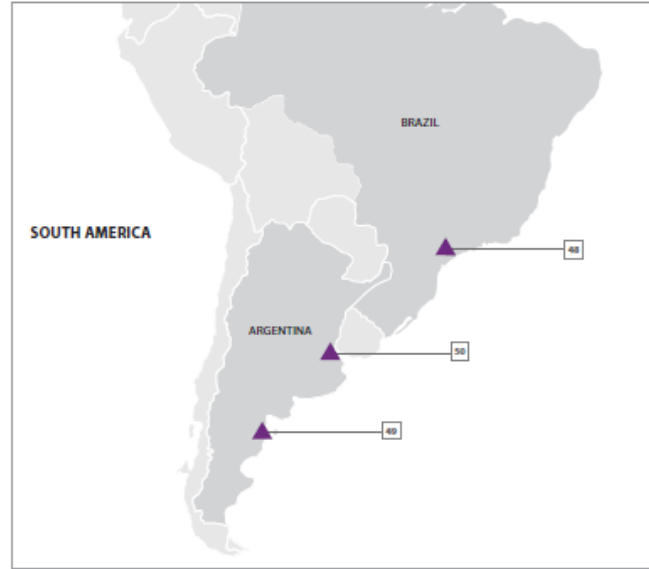
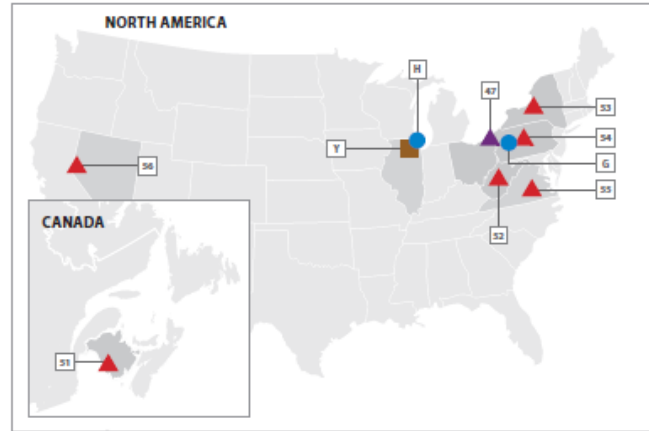
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March 5th 2020



Global Locations



Manufacturing Locations

- | | | | | |
|--------------------------------------|----------------------------------|---------------------------------|--|--|
| ▲ 1. Skřivany, Czech Republic | ▲ 13. Cuxhaven, Germany | ▲ 25. Castel San Giorgio, Italy | ▲ 37. Hoogeveen, The Netherlands | ▲ 49. Puerto Madryn, Chubut, Argentina |
| ▲ 2. Teplice, Czech Republic | ▲ 14. Dägeling, Germany | ▲ 26. Cava de Tirreni, Italy | ▲ 38. Leeuwarden, The Netherlands | ▲ 50. Pilar, Buenos Aires, Argentina |
| ▲ 3. Znojmo, Czech Republic | ▲ 15. Ertstadt, Germany | ▲ 27. Fiorenzuola d'Arda, Italy | ▲ 39. Veenendaal, The Netherlands | ▲ 51. Blacks Harbour, Canada |
| ▲ 4. Hjørring, Denmark | ▲ 16. Seesen, Germany | ▲ 28. Cassolnovo, Italy | ▲ 40. Bila Tserkva, Ukraine | ▲ 52. Weirton, WV, USA |
| ▲ 5. Beaupaire, France | ▲ 17. Wedel, Germany | ▲ 29. Montecchio Emilia, Italy | ▲ 41. Norwich, United Kingdom | ▲ 53. Conklin, NY, USA |
| ▲ 6. La Flèche, France | ▲ 18. Weißenthurm Can, Germany | ▲ 30. Salagriva, Latvia | ▲ 42. Sutton-in-Ashfield, United Kingdom | ▲ 54. Bloomsburg, PA, USA |
| ▲ 7. Ludres, France | ▲ 19. Weißenthurm Print, Germany | ▲ 31. Katy, Poland | ▲ 43. Casablanca, Morocco | ▲ 55. Roanoke, VA, USA |
| ▲ 8. Moëlan-sur-Mer, France | ▲ 20. Szenna, Hungary | ▲ 32. Buftea, Romania | ▲ 44. Goseong, So. Korea | ▲ 56. Reno, NV, USA |
| ▲ 9. Roye, France | ▲ 21. Vaja, Hungary | ▲ 33. Vyazma, Russia | ▲ 45. Victoria, Seychelles | |
| ▲ 10. Schweighouse-sur-Moder, France | ▲ 22. Aprilia, Italy | ▲ 34. Pontevedra, Spain | ▲ 46. Khotyn, Ukraine | |
| ▲ 11. Veauche, France | ▲ 23. Campegine, Italy | ▲ 35. Reus, Spain | ▲ 47. Youngstown, Ohio, USA | |
| ▲ 12. Villeneuve-sur-Lot, France | ▲ 24. Incisa Scapaccino, Italy | ▲ 36. Deventer, The Netherlands | ▲ 48. Itupeva, São Paulo, Brazil | |

R&D / Technology Centre

- X. Crosnières, France
- Y. Elk Grove, IL, USA












Offices

- A. Amsterdam, the Netherlands (reg. office)
- B. Deventer, the Netherlands
- C. Paris, France
- D. Seoul, So. Korea
- E. Tokyo, Japan
- F. Kiev, Ukraine
- G. Pittsburgh, PA, USA
- H. Chicago, IL, USA

What is Trivium Doing to Prepare?

- **We have formed a Business Continuity Management team to ensure we have regular updates of how this could impact our people and our business; we are reviewing the CDC updates daily**
- **We are maintaining regular contact with our suppliers and customers to understand any potential issues they are experiencing that could impact our business**
- **Communication –**
 - We are using our Marlin boards to communicate precautionary guidelines to our employees
 - In-depth updates will be provided at plant meetings, town halls, etc. or as they become relevant

Coronavirus - Global Guidelines for Trivium Locations

-  ➤ Please avoid physical contact such as shaking hands.
-  ➤ Install (additional) disinfectants in all strategic areas (reception area, offices, meeting rooms...).
-  ➤ Wash your hands extensively and frequently.
-  ➤ Ask your cleaners to pay specific attention to handrails, door handles and community areas such as cafeteria, meeting rooms, rest rooms etc.
-  ➤ Display the recommendations of the Center for Disease Control and/or your local Health Authorities (for work or home related activities) or World Health Organization.
-  ➤ Display the recommendations of the Center for Disease Control and/or your local Health Authorities (for work or home related activities) or World Health Organization.
-  ➤ Cover your mouth and nose with a flexed elbow when coughing and sneezing. If you use a tissue, discard of it immediately afterwards into a closed bin.
-  ➤ Clean your personal devices frequently and avoid sharing them (such as pen, mobile phone).
-  ➤ Please contact your HR representative prior to returning to work if your exposure risk is heightened by travel to a 'red zone' area or have shared space with other affected persons (for medical questions please contact your doctor or local medical services).
-  ➤ Limit non-essential meetings in person with customers, suppliers and contractors and try to have meetings via calls instead.
-  ➤ Facemasks should be used for people who show symptoms of COVID-19 or people who potential are in close settings with persons possibly exposed.

Guidelines for Travelers



- If traveling Internationally, ask yourself and check with your manager if trip can be postponed.



- Postpone travel to China and avoid any non-essential travel to Italy or other “red zone”.



- Be aware of potential disruptions or delays due to intensified screening measures at airports.



- Take a portable disinfectant with you (hands and personal devices such as mobile phone) .



- Try to avoid touching public objects (i.e. door handles) with your hands.



- Follow the precautions described by the Center for Disease Control (CDC) or World Health Organization (‘WHO’) for travelers.

Guidelines for Truck Drivers



- Please don't shake hands with local staff .



- Please respect instructions given by the manufacturing plants.



- Please wash your hands extensively and frequently.



- Please cover your mouth and nose with a flexed elbow when coughing and sneezing. If you use a tissue, discard of it immediately afterwards into a closed bin.



- Don't share your pen if you need to sign documents.



- Follow the precaution of the Center for Disease Control or World Health Organization ('WHO') to protect yourself and others.

Guidelines for People in Contact with Truck Drivers



- Don't shake hands with truck drivers.



- Wash your hands extensively and frequently.



- Cover your mouth and nose with a flexed elbow when coughing and sneezing. If you use a tissue, discard of it immediately afterwards into a closed bin.



- Don't share your pen if documents need to be signed.



- Be aware of truck drivers entering a manufacturing plant and observe for possible warning signs of sickness. Follow Global guidelines if warning signs are observed.

Guidelines for Meetings



- Meeting organizer should evaluate if possible, to meet via Skype.



- Evaluate if meeting participants are associated with a current “red zone” or may have been in contact with contaminated persons.



- Please avoid physical contact such as shaking hands.



- If your meeting requires travelling, follow the travel guidelines



- Wash your hands extensively and frequently.



- Please follow the guidelines of the Center for Disease Control or World Health Organization (‘WHO’) to protect yourself and others.

WHO- Guidance on Protecting Yourself

Protect others from getting sick



Avoid close contact when you are experiencing cough and fever

Avoid spitting in public



If you have fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider



Protect others from getting sick

When coughing and sneezing cover mouth and nose with flexed elbow or tissue



Throw tissue into closed bin immediately after use

Clean hands with alcohol-based hand rub or soap and water after coughing or sneezing and when caring for the sick



Protect yourself and others from getting sick

Wash your hands



- after coughing or sneezing
- when caring for the sick
- before, during and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after handling animals or animal waste



Wash your hands

Wash your hands with soap and running water when hands are visibly dirty



If your hands are not visibly dirty, frequently clean them by using alcohol-based hand rub or soap and water



WHO- Stay Healthy While Travelling

STAY HEALTHY WHILE TRAVELLING

Avoid travel if you have a fever and cough



If you have a fever, cough and difficulty breathing seek medical care early and share previous travel history with your health care provider



World Health Organization

STAY HEALTHY WHILE TRAVELLING

Avoid close contact with people suffering from a fever and cough



Frequently clean hands by using alcohol-based hand rub or soap and water



Avoid touching eyes, nose or mouth



World Health Organization

STAY HEALTHY WHILE TRAVELLING

When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash hands



If you choose to wear a face mask, be sure to cover mouth and nose - avoid touching mask once it's on



Immediately discard single-use mask after each use and wash hands after removing masks

World Health Organization

STAY HEALTHY WHILE TRAVELLING

If you become sick while travelling, inform crew and seek medical care early



If you seek medical attention, share travel history with your health care provider



World Health Organization

STAY HEALTHY WHILE TRAVELLING

Eat only well-cooked food



Avoid spitting in public



Avoid close contact and travel with animals that are sick



World Health Organization

Follow Advice from the CDC or WHO



<https://www.cdc.gov/coronavirus/2019-ncov/index.html>



<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>



Thank You