

Update on COVID-19 Response

North American based IPS Adhesives, Inc. is monitoring the coronavirus outbreak closely. We are taking proactive steps to address a number of business concerns. It is the goal of IPS Adhesives to promote a safe workplace and encourage practices protecting the health of employees, customers, suppliers and visitors. We also want to ensure the continuity of business operations during this uncertain time. We have taken precautions to protect our site and employees in the event of further spread. During a time of widespread speculation, we are currently basing our decisions on official advice and guidelines provided by the CDC (<http://www.cdc.gov/>).

On Site Measures

- We are increasing the frequency of facility cleanings in frequently visited areas, breakrooms, restrooms and offices. In addition to our standard cleaning and sanitizing procedures our employees currently do to work areas, our cleaning company are performing sanitizing “wipe downs” twice a day.
- We have installed more hand sanitizing stations throughout the building and posted reminders to wash your hands frequently and recommend following the CDC guidelines regarding cleanliness <https://www.cdc.gov/>

Limiting Potential Exposure

- Visitors: No visitors are allowed unless it is critical to the business or facility.
- Social Distancing | Maintaining Safe Working Distance: The recommendation is 6 feet of separation between people, and we have made accommodations in production, shipping and our offices to follow the guidelines for social distancing.
- Minimize In-person Meetings
 - Utilize Video Conferencing as much as possible,
 - Retain 6 feet of separation from others,
 - All company events, including training, are on hold until further notice.
- Travel: All non-essential business travel is prohibited
- PPE: All production employees are encouraged to wear gloves (provided by IPSA).
- Illnesses: We have asked employees to please self-report if they are ill or not feeling well.
 - As a first step, use TeleDoc <https://www.teladoc.com/ways-we-help/>
 - Stay home and follow CDC guidelines <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
 - Contact Human Resources and department manager.
- Supply Chain: We have already coordinated with our suppliers to identify high-risk supply routes and have taken steps to maintain our supply chain.

These measures will last until at least April 3rd, at which time we will re-evaluate the evolving coronavirus situation. These are difficult times, and working together, we will be able to work through this situation successfully. Updates will be provided as needed. For further information, please do not hesitate to contact us via phone or email at your convenience.

Thank you,

Sharon Georgoulas, President