

Date: April 23, 2020

Dear Auria Colleagues:

Though the word “unprecedented” has been used more than any other to describe the scope and impact of COVID-19 on the world, our lives and our business, it has not been overstated. No industry has escaped its grasp and no company has had a perfect response to COVID-19 as it has spread so quickly from one continent to the next. Looking forward, however, we are encouraged by reports of fewer confirmed cases and flattening curves in most parts of the world. It is still as important as ever to continue practicing social distancing and personal protection against the spread of the virus in order to continue this downward trend, but we can now begin looking forward and planning for a return to some type of normalcy in our lives, which includes returning to our normal work locations.

These unprecedented times require new and unprecedented measures to return to work safely. To that end, I am pleased to report that the Auria management team has assembled a Protocol for Return to Work, which has been benchmarked against other industry plans. It is a comprehensive protocol outlining the many steps we are taking to ensure your continued safety when you return to work. Many of these requirements will be in place long after work resumes. As an employee, it is important for you to be aware of the steps we are taking and what you can expect to see when you return to work. Also, you should be aware of the role each of us will play to help ourselves, our co-workers, our families, and our communities stay safe after work resumes.

The following is an overview of the work place controls we are instituting at every Auria location, subject to change based on local laws or government orders, to maintain the safety of all employees and prevent the spread of COVID-19:

- every Auria location will have a trained Rapid Response Team in place to enforce the Return to Work Protocol and to respond immediately to any COVID-19 issues that may arise;
- plants will engage in practices to maintain social distancing at plant entrances, work stations, break rooms and other common areas;
- spacing will be increased in all work areas and in break rooms, canteens, etc. to ensure we adhere to social distancing requirements;
- daily employee screening protocols, in accordance with applicable data protection laws, and the provision of appropriate Personal Protective Equipment to employees;
- cleaning and sanitization of common areas and work spaces on a frequent basis;
- your local management will be trained to ensure every step of the protocol is followed upon your return;
- visitor health screening will remain in place for all visitors to prevent symptomatic people from entering an Auria facility;
- nonessential travel will continue to be disallowed;

Upon your return to work:

- in accordance with applicable data protection laws, you will be required to complete and turn in a daily health questionnaire upon entry into the facility;
- you will be provided with Personal Protective Equipment (such as masks, safety glasses, hand sanitizer);
- you will receive training on basic expectations of employees as it relates to the new protocol.



These are only examples of some of the more visible steps identified in our Return to Work Protocol. As we continue to prepare for return to work, we will be communicating the protocol with you in more detail through your manager, mailings to your home and through a new external web page we have created for all employees. The web page can be viewed on any device with internet access. Just go to [www.auriasolutions.com](http://www.auriasolutions.com) and click on the word "COVID" on the tool bar of the home page. From there you will be able to find more information with respect to your location, as well as the details of our Return to Work Protocol.

It's going to take time to get used to these adjustments, and more patience than usual will be required to get through many of these precautionary daily steps. Your health and the health and well-being of your family members and our communities is our top priority. You have all risen to the challenge so far, and I am confident by following this protocol we will endure, recover and thrive when this crisis is behind us.

Sincerely,

A handwritten signature in black ink, appearing to read "BP", written over a light blue horizontal line.

Brian Pour  
President and CEO

