



Date 3 / 31 / 20

To the Praise Sign Company Team,

We appreciate your continued patience as we work through the current Covid-19 situation.

Following the recent shelter in place released by our State authorities, Praise is recommending that all individuals take the necessary precautions they feel are important for their well-being.

During this time you may choose to stay home, work (local or abroad) or work from home (if applicable). We're currently not considering laying off employees. Praise and it's services are used by many of the essential businesses defined by governments crucial to infrastructure.

These critical sectors include chemical, transportation, medical, laboratory, emergency services, food and beverage along with their suppliers. With demand for our products and services in these sectors, we will remain open at the current time to ensure consistent supply.

Praise is also very committed to the health and safety of its employees. Page 2 is a list of the safe and appropriate techniques to use during work performance. If any additional safety equipment or devices are needed for the safety of workers Praise will provide these as necessary. We will continue to update you and communicate any changes that may occur in the future.

Kind regards,

A handwritten signature in black ink, appearing to read "John Vanocker", written in a cursive style.

John Vanocker
Praise Sign Company



Please use an abundance of caution. Below are guidelines to follow:

- If you feel sick or think you have been exposed to COVID-19 do not come into the office or jobsite. Seek medical assistance then contact your manager.
- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
- Avoid person-to-person contact such as shaking hands.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- Stay in your assigned work area as much as possible
- Use only your knuckle to touch light switches, elevator buttons, etc.
- When opening doors (especially bathroom or other public area doors) or touching other public surfaces, use a paper towel, tissue or disposable glove.
- Wash your hands frequently with soap and warm water for at least 20 seconds or use hand sanitizer when handwashing is not possible.
- Use general surface cleaning products or wipes to clean commonly touched surfaces.
- Limit the time in the facility