



March 1, 2020

### **COVID-19 Corporate Contingency Plan**

Performance Seals, Inc. continues to follow all suggested guidelines provided by public health officials and the Center for Disease Control (CDC).

All of our facilities work diligently to maintain proper work space hygiene. All employees have access to appropriate cleaning agents (sanitizers, soaps, single use paper products, disposable wipes, etc.) as well as routinely clean all frequently touched surfaces in the workplace (workstations, countertops, doorknob, etc.).

Should any exposure to an individual occur, Performance Seals, Inc, requires all self-isolating procedures to be adhered to for the prescribed period of time as recommended by a medical professional.

Remote access tools are available to any personnel who requires them (email, telephone, video and audio conferencing, IT support, etc.). In addition, should any employee be unable to work due to exposure to COVID-19, each function within the company has assigned back-up personnel to provide assistance to all of our customers and vendors.

We will continue to review and revise our contingency plans as necessary. Should you have any additional concerns, please contact the Chief Executive Officer Eric Spillane at 713-462-8871.

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