MEIER SCREW PRODUCTS & MFG. CO.

COVID—19 PREPAREDNESS AND RESPONSE PLAN

The health and wellbeing of our team members is of the utmost importance to Meier Screw Products. Accordingly, the Company has implemented various measures to reduce the impact of COVID-19 on our team members, business operations, and the workplace. These measures are generally set forth in this COVID-19 Preparedness and Responsive Plan and will remain applicable to our team members until it is rescinded by the Company.

This Plan was developed based upon the following: (1) OSHA Guidance on Preparing Workplaces for COVID-19, (2) CDC guidelines, (3) State of Michigan Executive Order No. 2020-42, and (4) Oakland County's Emergency Order for Control of Pandemic.

The measures are as follows:

OFF-SITE TEAM MEMBERS -- WORK FROM HOME MEASURES

In March 2020, the Company advised its team members with the ability to work offsite to do so. Subsequent to this voluntary work from home measure, "stay-at-home" directives were issued by states where team members reside. Accordingly, the extent needed, team members have been provided technology to sustain work from home capabilities.

ON-SITE TEAM MEMBERS

While some of workforce has the ability to work from home, due to the nature of our primary business, it is necessary for others to perform on-site services to sustain or protect life ("critical infrastructure workers") or to conduct minimum basic operations, as described in applicable law or other binding rules. A careful analysis was conducted to identify those positions and team members strictly necessary to perform the necessary on-site operations. After identifying operations needed under these circumstances, the Company relied on available OSHA and CDC guidelines to assess the level(s) of risk associated with our on-site workplace environment and ways to mitigate the risk of virus's spread to our team members while working on-site. These factors included:

(1) Where, how, and to what sources of COVID-19 our team members may be exposed. For example, current reduced operations require minimal direct interaction among team members and between team members and the general public;
(2) Non-occupational risk factors at home and in community settings;
(3) Workers' individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy); and
(4) Controls necessary to address those risks.

After a careful analysis of applicable factors, and review of the positions needed to perform critical infrastructure or minimum basic operations services, it was determined that our on-site operations fall within the "Lower Risk" category under the OSHA guidelines. To better protect the health and wellbeing of our team members, however, many of the measures and controls required for workers falling within the "Medium Risk" category under the OSHA guidelines have been implemented. The measures and controls adopted include the following:

- The Company is requiring daily screening procedures for team members reporting to a Company worksite as required by the County Emergency Order, and will continue to do so as required by any applicable state or local order.
- Team members are to practice good hygiene etiquette including:
  - Frequent and thorough hand washing. If soap and running water are not immediately available, alcohol-based hand sanitizers containing at least 60% alcohol were made available to our team members.
  - Respiratory etiquette, including covering coughs and sneezes.
  - Team members are required to wear face mask.
- Team members are required to stay home if they are sick or could have been exposed to COVID-19, as identified by daily health screening measures implemented pursuant to public guidance.
- Team members are permitted to stay home to care for a sick family member.
- PPE is being made available to our team members based on their specific duties, including masks and gloves.
- Team members are to conform to social distancing measures to the extent feasible.
- Team members are to refrain from using other team members phones, desks, offices, or other work tools and equipment, when possible.
- Team members are to conform to enhanced cleaning procedures throughout the workplace, as well as with respect to tools, equipment and supplies, as well as furniture, door knobs, etc..
- Business travel is suspended, absent senior management's approval.
- A point of contact has been established for our team members to contact to address their concerns.
- Work schedules have been modified to account for: (1) work-from-home measures for those team members whose jobs or parts of jobs can be performed remotely; and (2) reduced in-person duties required for the Company's operations to no more than is strictly necessary to perform critical infrastructure functions or minimum basic operations.

RAISING THE LEVEL OF AWARENESS

The Company is also communicating effectively with team members to identify and implement federal, state and local protections, including the following:

- Causing sick employees to stay home;
- Ensuring that sick leave policies are flexible and consistent with public health guidance and that team members are aware of these policies;
- Fostering an understanding for COVID-19-related absences; and
- Distributing policies and procedures for business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE).

FOLLOWING EXISTING OSHA STANDARDS

The Company continuously reviews OSHA related standards to better protect team members from exposure and/or infection by COVID-19

The foregoing preventative measures are set forth in further detail in the team member communications and policies provided to team members. This Plan may be updated as considered appropriate.

April 2020