



March 25, 2020

Dear Valued Customer,

Trescal would like to take this opportunity to outline the measures the company has put in place to address Coronavirus (COVID-19) in Wisconsin. The shelter in place order issued by the State of Wisconsin presents a unique challenge to business operations in our state. The safety and well-being of our employees and the employees of our customers remains our top priority. Trescal is considered an essential business because of the critical services we provide for companies. ***We will continue to provide the critical calibration and instrumentation services for your operations.***

Our business in Wisconsin is currently fully operational. The situation remains dynamic. If changing circumstances impact the operations or create constraints, we will be sending out new communication to you. A work from home program has commenced for those individuals whose role can be performed remotely. However, much of the support we provide relies on our skilled technicians being in the lab and onsite at our customer facilities working on equipment to maintain compliance. To ensure a healthy work environment, Trescal has implemented the following companywide:

1. Personal hygiene protocols, including washing hands frequently for at least 20 seconds
2. Practicing social distancing recommended by the CDC and WHO
3. Disinfecting individual work surfaces several times per day
4. All receiving staff wearing Nitrile/latex/etc. gloves while handling all incoming packages/equipment and while performing calibrations and maintenance on equipment.
5. Wiping down all incoming equipment as part of the receiving process.
6. All Trescal equipment utilized for onsite activities wiped down prior to use, upon return to the facility, and prior to reentry to the laboratories.
7. Employees do not report to work with any symptoms of illness
8. In the event of possible exposure, the employee self-quarantine for 14 days, and the facility undergoes the recommendations set forth by the CDC guidelines "cleaning and disinfection for community facilities"
9. Customer notification within 24 hours in the event of possible exposure

Our family here at Trescal welcomes the opportunity to work with each customer on creative and robust alternative service solutions while being mindful of the current health and safety concerns. We recognize that you, our customers, are playing a vital role in the response to this outbreak and Trescal is committed to continuing our partnership with you in safely providing critical services support to drive business continuity.

Please contact us with any questions or to discuss your facility service needs and concerns.

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Sincerely,

Kathy Boyd

Kathy Boyd
President

