



Ohio Memo 3/23/2020

To: NIFCO Ohio Salary Associates

Subject: COVID-19 Communication

As global concern about the current COVID-19 outbreak grows, we're doing our best to keep everyone healthy and safe in the workplace.

All Nifco production operations for our Ohio plant will be stopped beginning 2nd shift March 23rd in compliance with the Ohio "Stay at Home" order. Our Canal Winchester warehouse facility will maintain very limited logistics activity that is deemed essential and in-line with the Ohio Governor directives. Please follow the direction of your leadership on your specific responsibilities regarding work duties. We will continue to assess the situation daily and make further communication at the end of this week. Future updates to production will be communicated via the Weather line 614-920-6892 and website <https://www.nifcousa.com/670-2/>.

If you are needed to work from home, we will be releasing IT guidelines to follow. We need to be mindful of all the users and bandwidth so please only utilize resources needed to perform your work duties.

If you are not working from home and not utilizing PTO (paid time off) then you are eligible to file for Unemployment benefits. The website for applying to unemployment benefits is unemployment.ohio.gov Please see attached Ohio Unemployment letter for Q&A and instructions on how to file and what to expect.

For those associates who would not receive a NIFCO paycheck during the shutdown timeframe they will have their contributions for benefits paid for by NIFCO. You will not have an impact to your benefits during this time and NIFCO will ensure your contributions are covered and will not need to be paid back.



Since the virus is contagious, we want to remind everyone:

- Monitor your symptoms
- Refrain from visiting the workplace after travel as appropriate
- Wash your hands regularly
- Be mindful of touching your face

Any questions or concerns please reach out to your leaders for direction. If you have an HR related questions, the HR contact information for Ohio is:

TJ Zedlitz	HR - Generalist	614-753-1751
Jason Combs	HR - Plant HR Mgr	614-306-6311
Carrie Snyder	HR - Sr HR Mgr	614-915-2801 513-594-8682
Robin Blankenship	HR - Payroll	614-715-1377

Thanks for your continued support in this uncertain time.