

**NOTICE TO US TRAM GROUP ASSOCIATES**

April 30, 2020

As you are aware, Governor Whitmer issued Executive Order 2020-21 on March 23, 2020 ordering all individuals living in the State of Michigan to stay home or at their place of residence unless they are a **critical infrastructure worker**. We have carefully evaluated whether each of employees are critical infrastructure workers pursuant to Sections 8 and 9 of Executive Order 2020-21. Section 8 of the Executive Order adopted the description of the 16 essential critical infrastructure sectors listed in a Guidance issued March 19, 2020 by the Director of the U.S. Cybersecurity and Infrastructure Security Agency (CISA). In addition, Section 9 of the Executive Order states that service providers to one of the 16 essential critical infrastructure sectors are also necessary to sustain or protect life. Because certain TRAM Group employees are necessary for the manufacturing of materials and products needed for the transportation supply chain, and because they have been designated by customers as essential to our country's transportation sector, they are part of the critical infrastructure as described in the CISA Guidance.

Based on the Executive Order and the CISA Guidance, this letter is to formally designate you as a critical infrastructure worker. This means that you can leave your place of residence solely to travel to and from the facility for work. When you travel to and from work, we ask that you carry the attached Critical Infrastructure Team Identification, as well as photo identification.

Notwithstanding your designation as a critical infrastructure worker, you are strictly prohibited from entering your work premises if you have any respiratory symptoms or have had contact with a person who is a known or suspected to have COVID-19.

We remain committed to the health and safety of all of our employees. Prior to Governor Whitmer's Executive Order, we implemented measures to support the CDC's recommendations to prevent the spread of COVID-19. We continue to restrict the number of employees present on premises to only necessary personnel, promote remote work when possible, minimize close contact so that individuals stay at least six feet from each other and frequently disinfect touched surfaces in the workplace. Your cooperation in taking these steps is critically important to all of our health and safety. If you have any questions or concerns about anything related to this situation, please contact the Human Resources Department.

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***Subsidiaries:***

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