

April 24, 2020

Dear TRAM Associates,

We have been focused at TRAM on preparing safety guidelines to be administered upon your return to work, in response to the Coronavirus Pandemic.

Like many of you, TRAM is adjusting to what will be our new normal. We are dedicated to protecting each and every one of you. We have used the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA) for guidance as well as State and Local Government guidance. During perhaps the greatest health crises of our time, it is critical that we all do our part to stay healthy.

Posted to this site are steps you will need to follow upon returning to TRAM along with pictures of some examples of Safety Precautions that have put into place. Upon your return, TRAM will communicate our Safety Guidelines that we will be following for an unspecified amount of time. To determine the amount of time, and necessary safety guidelines we will continue to follow the CDC, OSHA and Local and State Governments guidance.

The Tokai Rika Group will continue to prohibit all non-essential travel to countries the CDC has classed as level 2 or 3. Please Use conference calls, WebEx, Skype to avoid non- essential travel. The Tokai Rika Group will continue to prohibit non-critical visitors to the building. As before, only visitors with a critical business necessity along with the advanced approval from the President will have clearance to enter the building beyond the lobby.

In addition, we should all continue to follow proper handwashing instructions, cover your mouth and nose with a tissue or your sleeve if you cough or sneeze, Stay home from work if you are ill and follow Social distancing guidelines of 6ft.

Thank you for your support as we navigate the weeks ahead.

Sincerely,

Matt Leslie

TRAM, Inc.

Senior Manager, Human Resources and General Affairs

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