



TRIN, Inc. 803 H.L. Thompson Jr. Dr. P.O. Box 396 Ashley, IN 46705 (260) 587-9282 Fax (260) 587-9285

April 23, 2020

Dear TRIN Associates:

We have been focused at TRIN on preparing safety guidelines as a result of the Coronavirus Pandemic to be administered upon your return to work.

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

Included with this letter are steps you will need to follow upon returning to TRIN along with pictures of some examples of Safety precautions that have been put into place as of today. All TRIN Associates will have training at the beginning of your shift when you return to review our Safety Guidelines 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. We will not be allowing visitors into the facility until 7/1, at the earliest. Please Use conference calls, WebEx, Skype to avoid non- essential travel. In addition everyone must continue to follow:

- Proper handwashing instructions,
- Cover your mouth and nose with a tissue or your sleeve if you cough or sneeze,
- Stay at home if you are ill and
- Follow the social distancing guidelines of 6'

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

Sincerely,

*Valerie Bireley*

Valerie L. Bireley  
Manager, Human Resources and General Affairs