



## Rayco Supply Policy for Coronavirus

3-31-2020

As a supplier to U.S. military, Rayco Supply has been deemed an essential small business and we've taken the following measures to increase prevention of exposure to the Coronavirus. It is our goal to ensure the health & safety of our employees and customers alike.

1. Personal Hygiene – Rayco to provide anti-bacterial hand soap, hand sanitizer, disposable wipes & disinfectants – all employees are required to keep their hands clean
2. Workspace – entire office sanitized on 3-22, workspace are to be keep clean and wiped down regularly
3. Receiving Shipments – use gloves (shipments/mail received & delivered will continue as there is minimum one on one contact)
4. Contact - maintain 6' for social distance, N95 mask provided to all employees, employees given private work space
5. Feeling sick – do NOT come to work
6. Additional Sick Leave - Rayco to extend an additional 5 days sick leave to any employee who is unable to work due to quarantine
7. Working Remotely - Inside employees with direct dependents who daycare confirms closure in writing will be permitted to work remotely from home.
8. Customer Service – utilize phone & e-mail to reach customers & keep them informed we are open for business and taking all precautions to remain safe
9. ServMart – due to being classified as essential business & Mancon is practicing social distancing Rayco will have a rep there to service our military
10. Outside Sales – as of 3-23-2020 all customer visits are restricted until further notice
11. Customer Pick up – restricted
12. Deliveries – delivered to a designated receiving facility or dropped shipped

Thank you for the opportunity to serve our warfighter and we wish everyone to be safe and healthy during this difficult time.

Sincerely,

Stace Lowman, Vice President

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