



March 23, 2020

Customers, suppliers and community stakeholders:

Rocky Mountain Twist is open and operating as normal after implementing special contingencies to minimize COVID-19 exposure:

- Janitorial staff has been tasked with sanitizing doorknobs, bathrooms and other surfaces at high risk for virus transfer. Facilities maintenance staff has been re-tasked to assisting in sanitizing efforts.
- Our employees do not work in large groups and proximity to other employees is being minimized.
- Machines are being sanitized between personnel changes.
- We have communicated to all employees signs and symptoms of COVID-19 as well as infection control guidelines.
- Human Resources has made special concessions to our sick leave policy to encourage employees to stay home when the employee or family member is experiencing any potential symptoms.
- As the result of a mandated closure of Montana Public Schools, individual arrangements are being made for each employee having unplanned childcare needs, including but not limited to rescheduling, paid time off and working remotely from home.
- We are following all provisions of the **Families First Coronavirus Response Act**.
- Our employee cafeteria has been restricted to take-out only.
- We are asking vendors who come on-site to not visit if experiencing illness and while on-site to minimize contact with employees and any hard surfaces.

We are considered an essential critical business provider for military, aerospace, hardware, medical and infrastructure industries as outlined by the U.S. Department of Homeland Security notice of March 19, 2020: <https://www.cisa.gov/news/2020/03/19/cisa-releases-guidance-essential-critical-infrastructure-workers-during-covid-19>. As such, all supplier partners are also recognized as essential and critical supply chain providers. Please continue to fulfill any orders you receive from RMT and notify us promptly if you foresee any potential disruption to your operations.

Rocky Mountain Twist management is closely monitoring CDC recommendations for containment and evaluating business practices to ensure safety for our employees and continued production and timely shipments for our customers. We will promptly communicate any changes affecting production or delivery commitments should the circumstance arise.

Our thoughts and prayers go out to everyone dealing with stress and economic turbulence caused by this pandemic.

Very truly yours,

A handwritten signature in blue ink that reads 'Mick Cheff'.

Mick Cheff
President