



I I Stanley Company, Inc.
1500 Hill Brady Road
Battle Creek, MI 49037
269-660-7777

I I Stanley Co., Inc. Visitor Guidelines:

I I Stanley cares about the health and safety of our associates and our community. We are aware of the spread of COVID-19, and we are taking extra precautions to reduce further transmission.

We are asking our associates and on-site corporate partners to follow routine health recommendations during cold and flu season as well as additional CDC guidelines for prevention and treatment.

Effective March 6, 2020:

1. I I Stanley will not accept visitors (including vendors and suppliers) who have traveled to an area designated by the **CDC as Level 3: Avoid Nonessential Travel** — or have been in contact with individuals who have traveled to the designated areas — over the last 14 days.

- As of March 4, 2020, areas currently identified as Level 3 due to coronavirus are: China, Iran, Italy, South Korea

2. Anyone traveling from an area designated as **Level 2: Practice Enhanced Precautions**, must be entering a I I Stanley facility for business-critical situations only.

- As of March 4, 2020, areas currently identified as Level 2 due to coronavirus are: Japan

Visitors who have recently traveled to a Level 2 area should make contact with I I Stanley prior to attempting to visit I I Stanley's facility to confirm the necessity of a face-to-face meeting and consider using other methods of meeting, such as video conference.

What I I Stanley is doing:

As the situation continues to develop, we are taking precautionary measures Things we're doing so far include:

- Working with janitorial partners to increase the frequency of cleaning, disinfecting of frequently used areas
- Working with Canteen partners to prevent contamination of food and food areas.
- Maintaining a supply of liquid hand sanitizers throughout the facility
- Email, letter and digital signage reminders to practice hygiene that contributes to cold & flu prevention.
- Visitors must complete a health screening questionnaire prior to entering the facility
- All non-essential business travel outside of North America is restricted effective 3/6/2020.

Associates travelling on business or personal from a Level 3 area, must notify their manager and HR, and must stay home for 14 days upon returning to North America.