

**March 23, 2020**

**To: Customers and Suppliers**  
**Re: COVID-19 (Coronavirus) Planning**

As many of you are doing, HORST Engineering and Sterling Machine are actively navigating the COVID-19 crisis. We have taken some preventative measures within our facilities and how we operate that we would like to share with you.

### **We are Operational/Essential Sectors**

On Friday March 20<sup>th</sup>, Connecticut Governor Ned Lamont announced a “Stay Safe, Stay at Home” policy. This executive order requires all non-essential business to cease operations by Monday, March 23 at 8:00 p.m. On Monday March 23<sup>rd</sup>, Massachusetts Governor Charlie Baker issued a similar advisory.

HORST Engineering and Sterling Machine are an important part of two of the [16 essential infrastructure sectors identified](#) by the federal government. Our products and services are vital to the Critical Manufacturing Sector and the Defense Industrial Base Sector.

Our manufacturing operations will remain open until further notice, and we will continue to follow the safety guidelines that have been implemented.

### **Alignment with Public Health Agencies**

We have established an internal Task Force that is dedicated to our response to this pandemic. We are closely monitoring updates from the Center for Disease Control, public health officials and government agencies on an on-going basis.

### **Protection of Employees and Customers**

We have taken steps to limit exposure to the virus and do our part to reduce the spread of this disease by:

- Limiting social interaction by implementing social distancing within our facilities. This includes holding meetings virtually, limiting the size of in person meetings, providing adjusted work schedules and remote-work options.
- Temporary limits on visitors to all facilities.
- Temporary suspension of all business travel.
- Providing guidance to our employees around personal travel and notification requirements.
- Instituting adjusted work schedules

We have ramped up deep-cleaning at all our facilities. Additionally, we have protocols in place that activate closures, disinfection and appropriate quarantine procedures based on recommendations by government and health agencies.

### **Assisting Employees**

We have implemented continuous communication to our employees about the importance of proper hygiene, providing them with health education and support whenever needed. Employees who feel ill have been told not to report to work and to follow specific illness reporting guidelines

### **Customer/Supplier Impacts**

In addition to the above, we have implemented temporary limitations on visitors to all facilities. We have made internal adjustments to receive products and services to ship products in a safer manner. As a result, all nonessential visits have been suspended indefinitely. If an on-site visit is required, it must be submitted in writing in advance of the visit to be reviewed for approval by our Task Force.

All visitors will be expected to complete a health screening declaration in advance of their visit. If you have questions about your specific situation, please reach out to your Customer Service, Purchasing, or other internal contact.

Our focus and priority remain the health and wellbeing of our employees, their families, our customers, and our suppliers. We are thinking good thoughts for all of you, and those around the world as we navigate through these uncharted waters.

“Perseverance” is one of our five Core Values and over the last 74+ years, we have faced many obstacles and overcome many roadblocks. We will provide updates as the situation continues to develop.

We will provide updates on the News page at [www.horstengineering.com](http://www.horstengineering.com)

Sincerely,

Scott Livingston  
President and CEO

Ronald Boyne  
Vice President of Customer Service & Operations

Michelle Lane  
Vice President of Finance & Human Resources