

November 19, 2020

All NAL Team Members:

Due to the increased number of coronavirus cases in our facilities and communities, we wanted to remind everyone of our standard NAL COVID-19 Playbook guidelines to prevent the spread of the virus. Please review and follow these protocols:

- Make sure you are taking your temperature as well as your family members' temperatures daily. NAL Team Members must complete their daily health check at <https://healthcheck.nal.com/> prior to reporting for work. Please answer the questions truthfully and follow all directions as given. If you are sick, stay home and contact your local Human Resources Department.
- Everyone must wear an NAL issued or approved mask upon entry to any NAL facility. The mask should be worn at all times except while seated behind barriers in the break room to eat.
- Every effort will be made to provide social distancing when possible. The standard distance is defined as six feet or more. Please observe yellow markings throughout all facilities that help designate proper social distancing.
- Sanitation is everyone's responsibility. Work stations or cells should be wiped down at the beginning and end of one's rotation, shift or during downtime. Equipment or machinery should be wiped down after use. In all circumstances, utilize the cleaning solutions and equipment provided by NAL.
- Only essential visitors supporting NAL manufacturing will be allowed in our facilities to provide equipment repairs, supply deliveries, shipping, etc. These individuals must also be health screened prior to their admittance and must wear a mask at all times.
- NAL travel is limited to support the essential functions of our business so please review those guidelines in the playbook.

It's essential that everyone follows these basic guidelines. The entire NAL COVID-19 Playbook is available at www.nal.com. Please notify your management team with any questions or concerns. It's also important that we follow these same practices in our personal life especially by wearing masks and social distancing in public. As we head into the holidays, educate and encourage your family to do the same.

We appreciate your anticipated cooperation. The safety and health of you and your family remains our top priority.

Sincerely,

Kirk Gadberry
President/COO