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**Dear ATR Customers and Suppliers,**

Due to the unprecedented and still evolving COVID-19 crisis, we would like to share with you key information about our status and responses. Like all responsible companies, we adjust our actions according to mandates or guidance by the CDC, Federal, State and local officials, which may continue to change. The health, safety and well-being of our employees, suppliers and customers will always be our foremost concern.

ATR's offices and plant remain open. So far, there has been no significant impact on our ability to manufacture or deliver product, and no meaningful disruption to our supply-chain.

Of course, ATR has implemented many protective measures to reduce risks to all. In short:

Limited assembly of persons

Two separate work schedules have been set up for manufacturing personnel to minimize density on-site at any time. Work areas and work stations have been physically separated by product type and function. Thanks to ample space at ATR, we have re-assigned workspaces to maximize personal separation. Break hours have been staggered, and internal meetings are held in open places.

Remote work

Where possible, project personnel are permitted to work remotely, and rotate in and out of our facility as needed. All are contactable at ATR or via electronic means. ATR's financial and manufacturing control system is



cloud-based and accessible anywhere. As of today, remote access has been expanded to technical drawings and data.

#### Workplace sanitation

ATR has implemented robust cleaning and disinfection measures across all production and office areas.

#### Visitor restrictions

Until further notice, all meetings with vendors and customers will be held via video/audio conferencing. Delivery and shipment procedures have been modified to preserve CDC-recommended personal separation. Access to the facility by non-ATR personnel is possible only for purposes deemed “mission-critical” and is subject to prior executive-level approval.

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ATR will post any significant updates to these policies