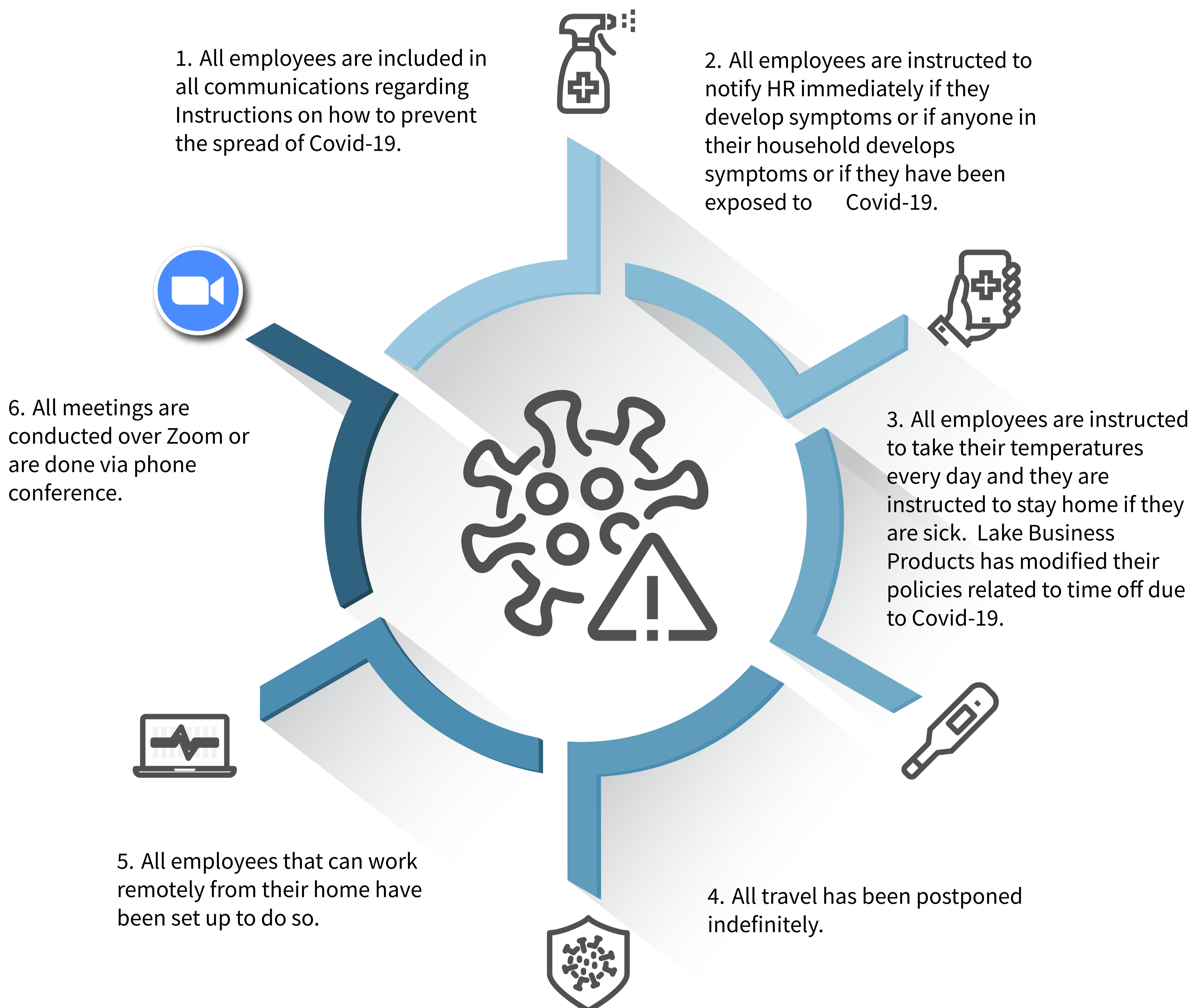


LAKE BUSINESS PRODUCTS PREPAREDNESS AND RESPONSE PLAN TO COVID-19

In an attempt to further protect our employees and especially our field personnel we will continue to update our Preparedness and Response Plan as deemed necessary:



If an employee's job responsibilities does not allow for them to work from home, the following additional procedures have been implemented and are continually updated:

- Personal hygiene instructions, social distancing requirements, temperature taking policies and ongoing instruction of how to prevent the spread of Covid-19 is ongoing.
- All field personnel are equipped and are required to disinfect each machine they are called upon to service. This equipment should be disinfected before and after service is completed. All technicians are provided with appropriate disinfectant.
- All field personnel are supplied with the appropriate PPE necessary, if any, for their specific job tasks. All personnel are informed to keep a sufficient supply of necessary items and to inform their department manager or HR of any items needed.
- During this Covid-19 pandemic, Stay at Home Order, we have suspended all proactive preventative maintenance programs and will dispatch our technicians only to requests made by essential businesses.

We are in this together, what we ask of our customers:

Customers requesting service are required to have a Preparedness and Response Plan.

Customers will be asked to restrict the number of people in the area where service will be conducted. At no time, should there be another individual permitted within six feet of our employee providing a service. If there is specific PPE required by the facility personnel, our customer will be asked to provide our employee with any additional PPE needed for them as well.

When providing service within any healthcare facility, prior to any performed service, a staff member will confirm that the healthcare facility is following all CDC and OSHA protocols related to the prevention of exposure to Covid-19, and that all employees are using required PPE as outlined in those documented guidelines.

In cases where COVID-19 exposure risk is higher, we will avoid sending any of our "at risk" employees to those facilities, if and when possible.

Our employees fall into the "Lower exposure risk" category as described in the "OSHA Guidelines in preparing the workplace for Covid-19" procedures manual. Although our employees are considered at low risk, Lake Business Products is committed to taking all precautionary steps to reduce workplace risk of exposure to Covid-19.

This page will be updated as needed, when needed.