

Cardington Yutaka Technologies, Inc.

ANNOUNCEMENT

March 9, 2020

Due to the spread of the novel coronavirus (COVID-19) Worldwide, the company has implemented response measures to prevent infection of or an outbreak among Associates. Recommendations and instructions from State, Federal authorities, and our business partners are to be used to determine our measures. Accordingly, these measures are effective immediately until further notice:

Domestic and International Travel:

- Carefully assess the necessity of any business trips. Limit all non-essential trips.
 - All Travel to Level 4 areas/countries is prohibited
 - Non-essential travel to level 3 areas is prohibited
 - Essential travel to level 3 areas need to be reviewed by Senior Managers and approved by Officers.

<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- Associates who travel, both personally and for business, to the areas described above may be placed on paid or unpaid leave or be requested to work from home prior to returning to work. The decision will be made by Officers.
- Associates are to notify Administration if they have traveled (within the last 30 days) or intend to travel internationally.
- For domestic travel, make the efforts to utilize video and phone conferencing where possible (Skype, ACOS, etc.) instead of personal visits.
- Associates must submit travel requests to Administration and have them approved by the Officers prior to booking any arrangements.
- If support members are coming from outside the US, Administration must be notified in advance.

Meetings and Gatherings:

- Cancel or postpone large gatherings and/or meetings i.e. conferences, trainings, etc. that involves large groups of people attending from outside of the facility.
- Avoid attending large gatherings and/or meetings i.e. conferences, trainings, etc. outside of the facility.
- Cancel or postpone business meetings with travelers who have been scheduled to visit from level 3 and above area/countries.

Visitors to the company:

- Limit the number of visitors to the company to an absolute minimum.
- Ask all visitors and vendors if they have traveled internationally within the last 30 days prior to allowing entry into the facility. If they have, report the information to EHS & Senior Managers and a decision will be made.

We will continue to monitor the situation to protect our Associates and mitigate business interruption. Please see Administration if you have any questions.