



March 30, 2020

Dear Team Member:

As we all deal with the COVID-19 crisis during these challenging times, Diesel Radiator Company ("DRC") needs to make significant changes to our operations. Regretfully, you have been temporarily placed on furlough for a period that began on March 23, 2020 and will continue until April 30, 2020 (the "Furlough Period"). Depending on your schedule, your last day of work was either March 19, 2020 or March 20, 2020.

Furloughs are a company-initiated short-term temporary unpaid leave of absence. If you participate in DRC's health and welfare benefits, DRC will cover the full cost of maintaining your coverage until April 30, 2020.

You will also be allowed to apply any available Paid Time Off ("PTO") to your unpaid leave but using PTO may impact the amount of unemployment benefits that you receive. If you would like to apply available PTO to your unpaid leave, please send a text message to 773-301-0975 including your full name and letting us know how much PTO you would like paid. If you participate in other voluntary benefits offered by DRC (i.e., short-term disability, life insurance, etc.), we are in the process of determining what happens to these benefits during the Furlough Period and will contact you as soon as possible to discuss this matter.

It is DRC's hope to return you to work after the Furlough Period. However, the reality is that we do not know for how long we will be impacted by the coronavirus outbreak. Please understand that our plans during the Furlough Period (including its length) may be changed or terminated at the sole discretion of DRC, and the creation of a Furlough Period does not create any employment contract, express or implied. We will do our best to provide current information as DRC moves to have employees come back to work.

During the Furlough Period, we strongly encourage you to apply for Illinois unemployment benefits. The normal one-week waiting period before collecting benefits has been waived, and the recently passed Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") will increase the amount of benefits available. Enclosed is a brochure describing the unemployment insurance program, and more information can be found at <https://www2.illinois.gov/ides>. We also believe that many of our employees will be eligible for direct cash payments from the federal government under the CARES Act, and we encourage you to monitor <https://www.irs.gov/coronavirus> for more information. DRC will continue to monitor all developments, and please do not hesitate to contact us with any questions or if we can offer any other assistance during these challenging times.

Sincerely,

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