



March 21, 2020

To all DRC Staff,

The evolving events concerning COVID-19 virus are a first in our lifetimes and unprecedented in the 50 years of Diesel Radiator Co. As you have undoubtedly heard, Governor Pritzker issued an order (COVID-19 EXECUTIVE ORDER No. 8) requiring IL residents to stay home beginning Saturday, March 21st at 5:00pm. As Governor Pritzker stated, this is about saving lives and protecting the most vulnerable.

We are more than just a company, we are a family. Our first priority is, and will always be, **the safety of our employees**. Therefore, we ask that our employees follow this order and shelter-in-place through at least April 7th, as mandated by our government and medical officials.

The IL government order has an exclusion for "essential" industries critical in the fight against COVID-19. Several DRC customers have sent us letters stating that our cooling systems are an essential component to the equipment they supply to hospitals, government and other key industries. Because of this, DRC has a responsibility to continue providing products for these key industries.

DRC leadership will be contacting a very limited number of plant employees by phone, asking them to work this upcoming week so we can continue to ship these critical products. This is to support those customers providing key services during this time and no one will be required to work if they feel unsafe.

This week's paychecks will be processed as always for hours worked last week. DRC employees who are sheltering-in-place and who do not have direct deposit, can pick their checks up on Thursday, March 26, at the 1990 Janice Ave. front office between the hours of 9:00am and Noon only. Any remaining checks will be mailed. All temporary employees should contact their respective staffing agency for pick-up instructions. DRC employees that do not have direct deposit are encouraged to sign up, to avoid pick-up in the future.

We ask that any employee who tests positive for COVID-19, who has been exposed to someone with COVID-19 or that feels sick with symptoms, self-quarantine for 14 days, contact a healthcare provider for medical guidance, and communicate their situation to Human Resources (Lisa Burkhart, (773) 301-0975 or lburkhart@dieselradiator.com).

DRC is a strong, established company and we will get through this together. Please be assured that our leadership team is doing everything possible to protect our employees and to ensure our company's future success.

This is a very fluid situation and we expect things will change constantly. We will do our best to communicate with employees on a timely basis, using text messaging and our website. Please be safe and take care of yourselves and your families during this challenging time.

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