



# **Manufacturing Technology, Inc.**

Solid State Joining Solutions and Services

May 1, 2020

Dear MTI Customers:

When I first wrote to you in mid-March, I was cautiously optimistic that our team would be back in our offices by now, attempting to resume some level of normalcy.

However, as we've all observed over the past several weeks, this virus is difficult to predict, and therefore, MTI has since made several adjustments to protect the health and safety of our employees and customers.

Today, Indiana's governor unveiled a multi-step plan to restart Indiana's economy, which begins with allowing non-essential manufacturers to resume operations on Monday, May 4.

MTI will *also* be returning to work in phases, but our process will begin a week later - on **Monday, May 11**. On that day, a skeleton crew will return to our buildings while utilizing personal protective equipment (PPE) and practicing social distancing.

We aim to bring back our entire MTI Family gradually, and only when it's safe to do so. Many of our employees will continue working remotely to push along key projects from a safe distance.

**If you are a customer or a supplier**, you must have an appointment to visit our buildings. Be aware that you must complete a health questionnaire and agree to a temperature check before you are granted access inside. All visitors will be required to follow MTI's exposure control plan, inclusive of social distancing requirements and the use of PPE, which you must provide.

Please also note that employee and customer travel will be continually evaluated per each state's restrictions.

I'm hopeful that the worst is behind us and we can look forward to seeing each other again soon. However, protecting the well-being of our employees will always remain my top priority and I am proud that our company's decisions are made in the best interest of keeping our MTI Family healthy.

Sincerely,

Daniel C Adams  
President and CEO

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