



Laser Processing Technology COVID-19 Readiness Update

3/18/2020

To our valued customers and suppliers.

We would like to inform you that LPT's production and supply chains are currently intact and fully functioning and it is our goal to continue providing our services without interruption.

Below is a summary of LPT's policies and actions designed to enable us to continue to serve you without interruption.

- We at LPT are following Federal, State, and Municipal guidelines to keep your shipments flowing during these unprecedented times. We are also carefully following CDC and FDA guidance regarding infection control between humans and on all potential cross contamination surfaces.
- We have completed detailed employee training on viral transmission and on using Personal Protective Equipment, PPE, to mitigate the risk of viral cross-contamination.
- We require use of appropriate and recommended PPE and hand washing after glove removal at our manufacturing facility here in Portland.
- We are maintaining safe social distances between all employees at all times.
- We are encouraging telework for employees that can function remotely to increase social distancing.
- We are insisting on, and continuing to enforce our policy that employees do not show up to work sick.
- We are requiring employees who call in sick to obtain management approval prior to returning to the job site.
- We are performing scheduled, multiple, daily disinfection of cross-contamination surfaces.
- We are controlling and limiting building access to LPT employees and essential service providers.
- We have increased our safety stock of common ceramic materials

The State of Oregon has also been very supportive of Oregon manufacturing businesses by allowing us to continue operations as a vital part of the Oregon and National economy.

The LPT team remains determined to respect and protect each other's health during these unprecedented times.

In order to keep you informed of our daily production status we have added a COVID-19 section to our web site (www.lpt-inc.com). We encourage you to reach out to us with any questions that you may have.

Thank you for your continued trust and partnership with Laser Processing Technology.

Sincerely,
Connie Callow
President
Laser Processing technology, Inc.