COVID-19

MESSAGE TO TOOLING TECH GROUP TEAM
May 13, 2020

The Big Three automakers and OEMs report that they are planning to resume operations the week of May 18. This is welcome news across the automotive industry, but we don't expect everything to be like it was the minute they flip the switch. It will take time to get those lines running again with new safety and distancing protocols in place, time for shipments to travel, and time for cash to become available as past-due bills have piled up.

TTG continues to monitor our finances to keep our operations intact. We are also taking steps to prepare in case COVID-19 makes a "second wave" in the fall, as some experts predict, by procuring supplies and working through possible scenarios.

Some employees will continue to work from home. Furloughed employees will be called back to work as soon as this is feasible. Thank you again for your loyalty and cooperation during this crisis. We've been very lucky.

The "Employee News" section of TTG website www.toolingtechgroup.com is now active! Find the link under the "About" tab on the main page and then enter the password:
TTG2020
We will post these newsletters on the site, as well as messages FOR EMPLOYEES ONLY
Check back often! News happens faster than we can print and distribute it, but we'll have it all on this site.

How about some good news?

There is no shortage of growing statistics, sad tragedies, fears and protests and unemployment. But even in a global pandemic, there are positive things happening. Here's a sample:

Most people with COVID-19 recover. The loss of life related to this illness is terrible and far more cases are expected, but based on the fatality rates alone, it could be far worse.

Some people are working smarter. Road repair and construction projects were able to move faster when everyone stayed home; many companies have found that working from home is a win-win for their business.

Less pollution, nature restored. And time to appreciate it!

Seeing kindness. People are cooking meals for those in need and buying gift cards to support local businesses and give to the recently unemployed.

We're taking care of our health. Have you noticed that almost no one even has a common cold around here? It's probably because of all the hand-washing and sanitizing and distancing we're all doing.

Our response to future pandemics should improve. The COVID-19 pandemic has exposed shortcomings everywhere. This likely isn't the last virus that will impact humanity, but it has given us an idea what we'll need to survive the next one.

NOTE: While things are more stable, we're planning to distribute these newsletters every 2 weeks instead of weekly. Find them all on our website!

Please continue to

- **Wash your hands**
- **Disinfect shared equipment**
- **Keep a distance from others**
- **Avoid touching your face**
- **Wear a mask if you are in a public place, or anywhere you cannot keep at least 6 feet away from others**

Masks are available for your use in all TTG locations.

If you need more sanitizer or disinfectant in your work area, just ask!

If you are sick, stay home.

If you think you may have been exposed to someone with COVID-19 please stay home, and let your supervisor know immediately.

STAY HEALTHY

STAY SAFE

Whether you are going into work or working from home, the COVID-19 pandemic has probably changed the way you work. Fear and anxiety about this new disease and other strong emotions can be overwhelming, and workplace stress can lead to burnout. How you cope with these emotions and stress can affect your well-being, the well-being of the people you care about, your workplace, and your community. During this pandemic, it is critical that you recognize what stress looks like, take steps to build your resilience and manage job stress, and know where to go if you need help.

Recognize the symptoms of stress:

- Feeling irritation, anger, or in denial
- Feeling uncertain, nervous, or anxious
- Lacking motivation
- Feeling tired, overwhelmed, or burned out
- Feeling sad or depressed
- Having trouble sleeping

Know the common work-related factors that can add to stress during a pandemic:

- Concern about the risk of being exposed to the virus at work
- Taking care of personal and family needs while working
- Managing a different workload
- Lack of access to the tools and equipment needed to perform your job
- Feelings that you are not contributing enough to work or guilt about not being on the frontline
- Uncertainty about the future of your workplace and/or employment
- Learning new communication tools and dealing with technical difficulties
- Adapting to a different workspace and/or work schedule

Follow these tips to build resilience and manage job stress:

- Communicate with your coworkers, supervisors, and employees about job stress while maintaining social distancing (at least 6 feet).
- Identify things that cause stress and work together to identify solutions.
- Talk openly with employers, employees, and unions about how the pandemic is affecting work. Expectations should be communicated clearly by everyone.
- Ask about how to access mental health resources in your workplace.
- Identify those things which you do not have control over and do the best you can with the resources available to you.
- Increase your sense of control by developing a consistent daily routine when possible — ideally one that is similar to your schedule before COVID-19.
- Keep a regular sleep schedule.
- Take breaks from work to stretch, exercise, or check in with your supportive colleagues, coworkers, family, and friends.
- Spend time outdoors, either being physically active or relaxing.
- If you work from home, set a regular time to end your work for the day, if possible.
- Practice mindfulness techniques .
- Do things you enjoy during non-work hours.

Know the facts about COVID-19. Be informed about how to protect yourself and others. Understanding the risk and sharing accurate information with people you care about can reduce stress and help you make a connection with others.

- Remind yourself that each of us has a crucial role in fighting this pandemic.
- Remind yourself that everyone is in an unusual situation with limited resources.
- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting and mentally exhausting
- Connect with others. Talk with people you trust about your concerns, how you are feeling, or how the COVID-19 pandemic is affecting you.
- Connect with others through phone calls, email, text messages, mailing letters or cards, video chat, and social media.
- Check on others. Helping others improves your sense of control, belonging, and self-esteem. Look for safe ways to offer social support to others, especially if they are showing signs of stress, such as depression and anxiety.
- If you feel you may be misusing alcohol or other drugs (including prescription drugs) as a means of coping, reach out for help.
- If you are being treated for a mental health condition, continue with your treatment and be aware of any new or worsening symptoms.

Know where to go if you need help.

If you feel you or someone in your household may harm themselves or someone else:

National Suicide Prevention Lifeline

Toll-free number 1-800-273-TALK (1-800-273-8255)

Disaster Distress Helpline

Call 1-800-985-5990 or text TalkWithUs to 66746