



**INDUSTRIAL FINISHING SYSTEMS | WATER AND WASTEWATER TREATMENT SOLUTIONS  
HEAT PROCESSING EQUIPMENT | MATERIAL HANDLING INNOVATIONS**

Date: March 13, 2020

To: TTX Employees

From: TTX Management

Re: COVID-19 Preparedness

The safety of our employees, their families, our community, and our partners here and in the field is TTX's ultimate focus. As the expanding Coronavirus issue presents a new set of challenges, please be assured we will continue to provide the same support and care that we have for the past 50 years.

On Wednesday of this week, a customer representative working at our HTF facility fell ill. He was immediately taken to DCMC and tested for a variety of illnesses. Although he did not exhibit all the symptoms of COVID-19, his recent travel history, along with our desire to err on the side of caution, necessitated him being tested for COVID-19. The results of this test have not been received.

As a secondary precautionary measure, all other TTX individuals who worked closely with him this week were advised to self-quarantine themselves at different levels depending on their symptoms. Members of TTX management are working closely with the local WI Public Health, the DCMC health professionals, and the group responsible for testing in Madison, and will share information as soon as it is known.

The nature of global business and the realities of communicable disease transfer mean that many exposures happen prior to an infected individual showing symptoms. It is important from here on out that we all take responsibility for our own health, and the health of our co-workers, by following the guidelines provided by the CDC. It is especially important that employees follow good handwashing routines and refrain from coming to work if they feel ill or show symptoms consistent with the COVID-19 virus. In an effort to minimize the impact of COVID-19 at TTX, we have ramped up our cleaning efforts in house, ordered additional preparedness supplies where available, and begun the process of developing a plan for employees required to travel for TTX. More information will be shared soon.

TTX recommends that employees take a few minutes to learn about the COVID-19 virus. Understanding the realities and knowing what information is true or false is important as we move into a time where facts may become overshadowed by fiction.

The following are two links that may provide valuable information for you and your family moving forward.

[www.cdc.gov/coronavirus/2019-ncov/index.html](http://www.cdc.gov/coronavirus/2019-ncov/index.html)

[www.wisconsin.edu/coronavirus](http://www.wisconsin.edu/coronavirus)

This is a rapidly changing challenge for all of us. TTX Management is committed to doing whatever it takes to provide a safe, stable work environment. Your constructive thoughts and ideas are encouraged.

A  COMPANY

1155 South Neenah Ave., Sturgeon Bay, WI 54235 | 920.743.6568 | sales@txinc.com | www.txinc.com