



AutoGate

Gate Entry Systems

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March 24, 2020

TO ALL PRODUCTION EMPLOYEES

We appreciate the recent comments and concerns expressed by employees regarding health and safety. While we have taken many steps to assure the safety and well-being of our employees relative to COVID-19 when working in the plant, we recognize some of you are still uncomfortable and concerned.

With that in mind and understanding that AutoGate continues to have obligations and commitments to our customers and the ongoing security of 1000's of locations throughout the continent, effective Wednesday, March 25, 2020, all hourly work in the plant will be on a voluntary basis. We will be open and making product on all shifts, but there will be no penalty for staying home.

We will also be shut down next week, except for a volunteer group to take year end physical inventory on Monday and Tuesday. There will be no production, but parts orders and shipping and receiving will continue all week.

Anyone who is willing and able to work all 3 of their scheduled shifts the next 3 days will be given a paid vacation day to use at a later date. Also, anyone who is asked and volunteers to work all hours necessary to complete the physical inventory next week or support shipping and receiving next week will be given a paid vacation day to use later.

We recognize this is a difficult and new experience for us all, and we appreciate your patience as we work through this.

Bill & Don Rodwancy

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