



March 16, 2020

Attn: All Customers

RE: COVID-19 Update 3.16.20

In our continuing response to the growing concerns around the COVID-19 pandemic, we are following up on our letter from March 5<sup>th</sup>. If you did not receive that letter, we are attaching it here. The most important message we want to convey is that we are taking this unprecedented situation very seriously. This is a circumstance unlike anything our nation and our business has ever experienced. What we can tell you is we are taking every precaution within our control to minimize the impact to our business while continuing to provide you with the products and services you need and expect.

We have already implemented the recommendations of the CDC to minimize the spread of the virus within our company (some outlined in our March 5<sup>th</sup> letter). Along with many other actions, we have trained our employees and are communicating with them regularly, and we have increased cleaning and sanitizing throughout our facilities. Our highest priority is the health and well-being of our employees.

Our Crisis Management Team is meeting regularly to assess our actions and make adjustments as needed. As of today, we are implementing the following additional precautionary measures:

- (1) No non-essential travel for any employee for the next 30 days. If someone must travel, they must notify the company and, depending on the circumstance, may be prevented from returning to work for a period of 2 weeks.
- (2) New shift scheduling is being implemented to help foster social distancing
- (3) All meetings are to have no more than 15 people. Additionally, meetings are to have 6 foot distance between employees *when possible*.
- (4) Some office staff will begin to work remotely.
- (5) Additional cleaning staff have been added to increase the amount of sanitizing throughout the company and in the production areas.
- (6) No non-essential visitors will be allowed in our facilities. Essential visitors will be screened prior to entering.

We will continue to communicate throughout this event. We are grateful for your business. Do not hesitate to let us know if there is anything else you need from us.

Sincerely,

*Greg McNeely*

Greg McNeely, President