To Our Business Partners

We take the health of our employees and visitors very seriously and therefore are closely monitoring reports of the Coronavirus (COVID-19).

Starting Monday, 03/16/2020 no business travel will be authorized. Any customer / supplier visits to our office will be postponed until further notice. We will utilize alternate means of communication during this period, including video conference, email or phone calls to ensure adequate communication.

Currently, production activity continues as usual and scheduled shipments are on track. Any deviations will be communicated as required.

We are conscious that global supply chains are threatened by the spread of coronavirus. Our purchasing team are engaging with our vendors to review any possible issues. We are also in discussions with additional suppliers to ensure that interruptions to our supply chain will be minimized.

The National Sales Meeting will be canceled for May 5-7th in Atlanta. We will plan on a Sales meeting at ASPE in New Orleans on Saturday, September 12th. Details to follow.

The Heroes First Foundation Golf Outing will be postponed until early fall. We will advise the date once this mess is behind us.

Safety Precautions for Employees

We are following the direction of public health experts and government organizations, including the Center for Disease Control, the Department of Homeland Security, the Department of State and the World Health Organization. In an effort to keep our employees safe and informed, we are implementing the following precautions. Updates will be communicated as we make them.

As time progresses, we may need to change the approach we are taking to ensure our employees safety and will advise any specific changes that may affect our service to you.

Many states are already implementing their own “virus-control” procedure so things are very fluid at this point.
Prevention Practices
The best way to prevent infection is to avoid exposure. Employees, Suppliers and customers are encouraged to take the same actions to prevent coronavirus as they would the flu. The CDC recommends the following action steps to help prevent the spread of respiratory diseases:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- The use of handshakes is discouraged.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Make sure each time you enter our building that you sanitize and / or wash your hands before returning to work.
- People who think they may have been exposed to coronavirus should contact their healthcare provider immediately.

We will continue to monitor developments as we learn more. For up-to-date information about coronavirus, visit [https://www.cdc.gov/coronavirus/2019-ncov/index.html](https://www.cdc.gov/coronavirus/2019-ncov/index.html).

Please advise your employees and customers accordingly.

JPK