



ColorCoat, Inc.

1347 Terminal Street
West Sacramento, CA 95691

March 16, 2020

Subject: COVID 19

Dear Valued Customer,

With the rapidly changing situation in the world regarding COVID 19, we want update you on what we are doing to manage our business through the pandemic. Our executive management team has been sorting through information provided by the CDC and other state and local government agencies.

Our #1 concern is for the well-being and safety of our employees. With this in mind we are implementing the following procedures Effective Immediately:

- We have stopped all non-essential travel for our employees
- We have discontinued all visits from suppliers and customers at all ColorCoat locations
- We have implemented cleaning/disinfecting procedures for all common and high contact areas of the plant
- We have training our employee how to minimize the risk
- We have instructed employees that are not feeling well to stay home

We also know "Flatten the Curve" and local safety precautions are likely to cancel schools and daycare. This will place a strain on our work force. To assist our employees and continue to provide service to you our customer we are implementing the following:

- Daily management status reviews with all the locations
- Management one-on-ones with all plant employees to shore up our core teams
- Scheduling flexible shifts to allow employees to change work hours to assist with child care
- Advanced cross training of employees

In the event one or more of our employees are infected with the COVID-19 virus, or are told to self-quarantine we will follow the recommendations of the CDC and local health authorities and continue sanitizing our facility to ensure a safe working environment. If we are required to close a facility, we will work closely with all affected customers to redirect their products to one of our other nine facilities across the United States. We are also working closely with our supply partners to ensure continuity of materials needed to keep our plants operational.

ColorCoat is a service provider. We don't provide a physical part that is used in your product. We provide a service that is heavily dependent on people (our employees). Today's crisis is one that affects everyone. All of us will be at the mercy of the government's mandates but I assure you we are doing everything we can to continue to operate as usual. We will navigate this and update you as we receive more information.

If you have any questions, please call me at 916-371-4000 Ext. 105.

Regards,
William Nowak
Vice President of Sales and Engineering
ColorCoat Inc.