



March 24, 2020

To: Glentek Customers

Re: COVID-19 and Glentek Operations

On Thursday March 19<sup>th</sup>, 2020, California Governor Gavin Newsom issued a statewide “Safer at Home” order to help slow the spread of the coronavirus. However, as a supply chain provider for numerous critical infrastructure sectors, Glentek is deemed to be an essential business in the critical manufacturing sector and will remain open. Those sectors include healthcare and public health, energy, transportation systems, and the defense industrial base.

Glentek has implemented clear and defined safety and health standards to help protect the health of our employees and customers. Our workforce has been adjusted to insure that we adhere to the 6-foot separation. Lunches have been staggered to reduce congestion. Sanitizing occurs several times per day in all areas. Work travel has been suspended. DO NOT ENTER signs have been posted. Where practical employees are able to work from home. Employees who are uncomfortable for any reason are permitted to stay at home.

Glentek will continue to cover customer inquiries, conduct manufacturing operations, and pack and ship product. Our goal is to achieve as little disruption as possible and keep you, our valued customer, up and running.

Thank you for your continued support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jason Mark', with a long, sweeping underline.

Jason Mark

General Manager

Glentek, Inc.