

March 16, 2020

Dear MacLean-Fogg Customers,

Like all of you, MacLean-Fogg is taking extraordinary measures to support our customers and the health and safety of our employees and communities considering the COVID-19 National Emergency. We want to share with you the actions MacLean-Fogg is taking, including our actions to assure continuity of supply to our valued customers.

Our actions include:

- Educating our workforce and implementing CDC recommendations at all our facilities, including minimum interpersonal distances and hand washing procedures.
- Identifying all associates whose jobs can be performed remotely, assuring they have the tools to work remotely, and shifting these workers for the time being to working at home.
- Working with our associates to provide them shift flexibility to accommodate childcare needs arising due to school closures.
- Segmenting within each of our facilities a distinct Group A and Group B of on-site co-workers with the mandate that workers should only be present in operational shifts with their group. This provides added assurance in a quarantine situation that the potential exposure would be limited to half of the work force, allowing the other half to assure continuity of operations.
- Eliminating shift overlaps and limiting the capacity at typical congregation spots like locker and lunchrooms, as well as utilizing additional spaces like conference rooms to allow for additional distancing of associates.
- Suspending traditional attendance policies in order to further encourage those displaying any flu-like symptoms to stay home and self-quarantine.
- Enhanced cleaning and disinfecting procedures in our facilities.
- Limiting all travel to only the most critical.
- Limiting all visitors to only the most critical.
- Maintaining daily contact with our suppliers and working with them to assure they have appropriate plans to keep their employees safe and assure continuity of supply.
- Continually monitoring our customer orders and lead times.

You have our assurance that MacLean-Fogg is doing everything we can to assure our actions align with our values, the health and safety of employees and communities, and supply needs of our customers. Your individual MacLean-Fogg contacts will continue to keep you updated and informed. Please do not hesitate to contact me at any time with further questions.

Thank you for being our loyal customer.

Best Regards,  
*Duncan MacLean*