

## **A Message from our COO about the Novel Coronavirus:**

As companies and organizations respond to the COVID-19 virus, I wanted to take a moment to update our customers and supply chain on actions our team at Vecoplan, LLC is taking to address the situation.

First, please know that our foremost concern is for all who have been directly impacted by the coronavirus, as well as the thousands of health care providers and first responders working the front lines to protect us all.

In terms of what Vecoplan is doing, following is a quick update.

Like many of our customers and suppliers, we are closely monitoring the COVID-19 outbreak and complying with the guidelines and recommendations of the CDC (Centers for Disease Control and Prevention), and taking the necessary steps to ensure the health and safety of our customers and colleagues.

Vecoplan views its operations as essential for the livelihood of our workers and the public good, therefore, unless intervening developments occur, Vecoplan's intends to stay operational, at some level, to support these responsibilities. We have certain systems and processes in place for a virtual workplace. As of last week, we have been practicing social distancing. Our team is equipped with the technology and tools to fulfill our operational requirements remotely if necessary, including resources to host virtual meetings.

This is an extension of our business travel restriction, which includes all unnecessary travel. Our team is focused on delivering the same high-quality products and services we have always produced through close ongoing communication and virtually hosting regularly scheduled meetings to meet demand.

We are also in close contact with our suppliers. We have provisions in place to receive critical deliveries. Currently we do not anticipate any interruptions in their service.

We will continue to closely monitor guidance from the CDC, as well as direction from federal, state and local authorities. We are committed to maintaining a safe and healthy

workplace for our team while also providing our customers with the high level of service they are accustomed to receiving from us.

Service and communication are a top priority for us. Our team members are available through all the regular channels you are used to. If you need anything, call or email. If we're not available, we will get back to you promptly.

Stay safe as we navigate through the following days and weeks.

Sincerely,

Len Beusse  
Managing Director and Chief Operating Office  
Vecoplan, LLC