



PYLAM PRODUCTS COMPANY, INC.

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To Whom it May Concern:

At Pylam Products, we are continuing to monitor the COVID-19 public health emergency as it relates to our operations, our workplace safety, and the business environment in which we operate as a whole. We are open for business and we are working in a manner that is as close to normal as possible while we are also taking the necessary steps to maintain a safe and healthy workplace for our staff. These are challenging and rapidly evolving times, and we are working hard to continue to provide industry leading service and colorant products to our customers.

We are here for you.

Our customer service and sales teams are working diligently to support your needs. We are working hard to accommodate the large number of orders we are receiving from many of our customers. Please do not hesitate to reach out to us if we can be of any kind of assistance.

Keeping our employees safe.

We are committed to following CDC and OSHA employer guidelines to prevent the spread of COVID-19. Our team is monitoring and re-evaluating the situation daily and taking all appropriate precautions to keep our employees safe.

COVID-19 Update.

Public health officials have declared COVID-19 a global pandemic. Recent state directives have designated many of our customers as “essential businesses” and Pylam is committed to servicing them in their work to combat the ongoing crisis.

Our facility is located in Tempe, Arizona and recent executive orders issued by the State of Arizona make it clear that Pylam Products is involved in the conduct of *Essential Activities* as that term is defined by such state orders.

Safety and Service are our highest priorities.

Pylam’s management team has strong relationships with our supply chain partners and we are working closely with them to monitor this evolving situation. We are keenly focused on managing our inventory to identify any potential supply issues.



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REFERENCES

CDC INTERIM GUIDANCE FOR BUSINESSES AND EMPLOYERS TO PLAN AND RESPOND TO CORONAVIRUS DISEASE 2019 (COVID-10):

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

STATE OF ARIZONA EXECUTIVE ORDER 2020-18:

https://azgovernor.gov/sites/default/files/eo_2020-18_stay_home_stay_healthy_stay_connected_1.0.pdf

OSHA GUIDANCE FOR EMPLOYERS:

<https://www.osha.gov/Publications/OSHA3990.pdf>

ARIZONA COVID-19 RESPONSE (TO PREPARE YOUR BUSINESS):

<https://www.azdhs.gov/documents/preparedness/epidemiology-disease-control/infectious-disease-epidemiology/novel-coronavirus/community/business-handout.pdf>

THE PRESIDENT'S CORONAVIRUS GUIDELINES FOR AMERICA:

https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf

Thank you for your partnership with us. We will continue to do everything in our power to assist our customers and support our staff through this very challenging time.

Sincerely,

The Pylam Products Management Team