



03/20/20

**To:** All Customers

**From:** Kevin McHenry

**Subject:** Update # 1 re COVID-19 / Coronavirus Actions at Kirkhill

Dear Valued Customer,

As promised, this is the first update from Kirkhill re the actions we are taking to protect our employees, our business and our commitments to our customers.

The health and safety checks mentioned in our first communication are in place and working well. As of today, both our employees and facilities are safe with zero detection. We are continuing to meet our current commitments and do not see that recovery or delivery commitment being interrupted in the near term.

Regarding our supply base, Kirkhill continues to monitor them and we are getting updates regularly. As of today's briefing, we do not see any risk to our supply chain.

Yesterday, CA Governor Gavin Newsome issued a Stay at Home directive for all Non-Essential workers. Also yesterday, the US Department of Homeland Security issued a memorandum on the identification of Essential Businesses as part of the CISA (Federal Critical Infrastructure Sectors Act) and we have confirmed that Kirkhill is an Essential Business that is required to continue to operate.

As I stated just 3 days ago, we will get through this but it will take us all being vigilant and transparent both internally and externally to you. We also ask that you, our customers, do that same in return and communicate any change in your demand positions as quickly as possible.

If anyone has any questions, do not hesitate to reach out to your Kirkhill customer service or sales contact or also myself in case of emergency.

Sincerely,

Kevin McHenry  
President