



07/10/20

To: All Customers

From: Kevin McHenry

Subject: Update # 15: COVID-19 / Coronavirus Actions at Kirkhill

Dear Valued Customer,

To date, we have had 28 confirmed cases of COVID-19, 27 current employees and one former. 17 current employees have returned back to work and the remaining 10 are recovering at home.

Please note that Kirkhill will be furloughed from July 20th through July 24th. We will not be taking calls or answering emails at this time.

We will continue to be vigilant and transparent both internally and externally to you, our customers. We also ask that you do the same in return and communicate any change in your demand positions as quickly as possible and in this regard we would like to thank you for the inputs received this week.

If anyone has any questions, do not hesitate to reach out to your Kirkhill customer service contact, your sales contact or myself with any questions.

Sincerely,

Kevin McHenry
President

300 East Cypress, Brea CA 92821
Tel: +1-714-529-4901