

# March 20, 2020 – 11:45am We are actively monitoring the Covid19 / Coronavirus situation.

At Industrial Pallet Corp. (IPC), the safety and well-being of our employees is a core value and will always be at the foundation of our decision making. IPC also understands the important role we play in the supply chain process of ensuring uninterrupted supply and delivery of essential goods during this critical time. IPC has been designated "Essential Critical Infrastructure" by the Department of Homeland Security and a "Life Sustaining Business" by the Commonwealth of Pennsylvania.

We have measures in place to continue our operations without interruption and will work closely with our partner customers and vendors to communicate any changes.

#### **Public Health**

We have a team dedicated to our response to this pandemic. We are daily monitoring updates from the Centers for Disease Control and Prevention and the World Health Organization regarding Covid-19 and will update our protective measures as the situation continues to develop.

## **Employee Protection**

We have taken steps to limit exposure to the virus. We have closed all our plants to visitors unless they are deemed essential to our operation. We are implementing best practices internally to ensure a safe work environment and involved in regular communication with all our employees reminding them about the importance of proper hygiene and providing them with health education.

### Delivery of essential services and goods

We are relying on our partner vendors to continue to support our operations as we serve the needs of the transportation, grocery, warehousing and delivery system infrastructure during this critical time. We have already been in contact with many of you to ensure continued service and delivery to support our operations. We ask that your business takes all precautionary measures to support your team's health and safety but also communicate quickly to us if you foresee an interruption in the goods or services you provide.

#### Non-Essential Visitors

For the health and safety of our team and to assist our governing authorities in limiting the spread of Covid-19 we have closed all of our operations to non-essential visitors. All visits of an essential nature should be made by appointment only.

Our hearts go out to everyone impacted by this crisis. Thank you for your continued support and partnership during these difficult times.

Jay Wiegand Chief Operating Officer

