



Engineered for Tomorrow's Technology

To Our Valued Customers: First, we hope your team and extended family is safe and well. We at Gillinder Glass are monitoring the COVID-19 pandemic. Our priority is the health and safety of our employees, customers and suppliers.

IMPACT TO OPERATIONS:

We are monitoring the supply chain for any potential impact on our operations. Plans have been initiated at Gillinder to help mitigate the risk associated with the virus itself; the risk associated with any state or federal regulations imposed on the operations. We have taken the following actions to date; and will adjust as the need arises.

- 1) Travel has been suspended until further notice.
- 2) Employees are monitored daily; anyone who show signs of being sick is asked to not come to work or is sent home. They will be asked to work remotely, if possible.
- 3) Enhanced cleaning and sanitization plan for the facility is now in place.
- 4) Reduced personal interactions. Social distancing, no handshakes, etc.
- 5) Gillinder has also implemented a plan to split the workforce and operate during 2 shifts, rather than our standard 1 shift operation.
 - a. Furnace and Glass production will continue to operate on a single shift.
 - b. All other production and support operations are split into 2 shifts.
 - c. Where possible we have work from home and alternating schedules for administration and support staff.

VISITORS

We have limited any visitors to the facility and into the plant. All non-essential visits have been postponed until further notice. Carriers for shipping and receiving are not allowed into the plant and are turned away if they exhibit signs of being sick.

COMMUNICATION

Employees: We discuss the situation daily with our employees.

Customers: We will keep you updated on any potential impact to our operations and our ability to fulfill your orders via email and phone.

Suppliers: We request our suppliers to keep us updated regarding any shortage or delays in supplying Gillinder Glass with materials or services.

If you have any questions or would like to discuss further, please let us know. We will be happy to provide any clarification or information you request.