



Dear Valued Customer,

When it comes to our employees, customers, vendors and community partners, their safety and security is always our top priority.

The coronavirus (COVID-19) global pandemic is a rapidly evolving situation and we want our customers to know that Straton is closely monitoring this situation by implementing proactive preventative measures and raising awareness of the way you can avoid illness.

Straton is currently following CDC guidelines as made available through their website.

Straton has the following protocols in place:

- We have activated an internal incident response team that meets daily.
- We continue to track outbreak reports and rely on guidance from key federal and state agencies.
- We are limiting Straton employee business travel and postponing employee gatherings.
- Our facilities team has enhanced its cleaning procedures, making sure that hard surfaces and doorknobs are cleaned repeatedly throughout the day.
- For the safety of their co-workers and customers, employees have been instructed to absolutely not come to work if they are sick and to avoid physical contact.
- Since finding and buying hand sanitizer and disinfectant wipes has become difficult, Straton is providing latex gloves to all employees.
- Employees have also been reminded (via memo) of the preventative steps to avoid the illness:
 - *Wash hands often with soap and water for at least 20 seconds.*
 - *Avoid touching your eyes, nose and mouth with unwashed hands.*
 - *Do not shake hands and make sure to maintain personal space.*
 - *Avoid close contact with people who are sick.*
 - *Cover your cough or sneeze with a tissue or into your elbow.*

We hope that the above-mentioned actions we've taken so far will provide you with peace-of-mind knowing that Straton Industries has a solid plan in place. Our goal is to respond quickly and effectively should this global pandemic directly impact Straton, our customers and employees.

Please reach out to your respective Straton point-of-contact if you have specific questions or concerns.

A handwritten signature in blue ink, appearing to read "David Cremin".

David Cremin
President