



## **An Important Message for our Customers and Business Partners**

The outbreak of the Coronavirus (COVID-19) is being taken very seriously by Penn Union. The health and safety of our employees, sales representatives, customers, suppliers, and our communities is our top priority. Penn Union is adhering to all Center for Disease Control (CDC) workplace guidelines. We are continuously monitoring updates from the Centers for Disease Control (CDC) on the COVID-19 virus and we are following guidance from state and local authorities.

Here are the major actions we have taken and will continue to take to actively address the outbreak of COVID-19 within our businesses.

- Communicate and follow CDC guidelines to prevent the spread of illness within the workplace and in our everyday living outside the workplace  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Restricting all non-essential travel and events for our employees
- Utilize a consistent protocol for assessing our workers' health and refer to the CDC risk assessment chart as a precautionary guide and promoting the use of Telemedicine screening options
- Provide telecommuting options if responsibilities permit for this option
- Share information and update resources for employees to help them stay informed, remain calm, and focused on their well-being and job responsibilities.
- Our customer service teams are spread out - we have both remote and factory level staff to respond quickly to any needs you may have.
- Our supply chain teams are in regular contact with all suppliers and outside service partners in order to monitor and understand the impacts of supply chain challenges to our business plans.

To date, Penn Union operations have not been impacted by COVID-19 outbreak. Our objective is to continue to manufacture and provide service and deliveries to our customers with as little disruption as possible. Our raw material and finished goods inventory levels are robust, and we are taking the long view to ensure that we have the inventory needed to manage our businesses through these uncertain times.

We are committed to doing all that we can to keep our employees, customers, suppliers and the communities in which we live, safe and informed. We thank you for your business and your partnership as we work through this unprecedented time together.

Brian Cullen  
President

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