



March 17, 2020

Dear Valued Petersen Inc. customer/supplier,

Petersen Inc. takes the threat presented by the new Coronavirus, COVID-19, very seriously. We are taking proactive measures to protect our team members, customers, suppliers, and the general public that visit our business.

Our current operational status is we are open for business and as of this date we have seen very little effect on our supply chain and our ability to purchase and receive goods and services. We are working closely with our managers and supervisors to assess the individual needs of our team members. We are offering flexible shifts and options to work from home on an as needed basis. We are currently in contact with our supply chain asking them to identify disruptions and status of all orders. We are also addressing risk mitigation and alternative plans on a case-by-case basis.

Additionally, here are some things Petersen Inc. is doing as a company:

- Effective immediately all employee air travel is cancelled until further notice.
- All non-essential Customer and supplier air travel to Petersen Inc. is strongly discouraged. All essential travel will be managed on a case by case basis with collaboration with the customer and according to CDC guidelines.
- All visitors to our facility will be asked to sanitize their hands upon entry. In addition, all visitors will be asked the following three questions specific to the last 14 days:
  1. Have you traveled outside of the country?
  2. Have you or members of your household demonstrated any symptoms of COVID-19?
  3. Have you been exposed to anyone with COVID -19?

Any affirmative answers to the above questions will result in a respectful request to re-schedule your visit for a later date.

- Where possible, new employee interviews will take place via phone, facetime or other options.
- On a case-by-case basis, we may allow staff to work remotely if they are symptomatic, are a member of a vulnerable group or have been in contact with an infected person.
- We have provided or will be providing disinfecting wipes throughout the facility at frequently touched areas (time entry stations, conference rooms, etc...).
- We have provided or will provide hand sanitizer in break rooms and conference rooms.

Our common goal is to keep our workforce, their families, our customers and suppliers safe and healthy while maintaining our efficient operations at Petersen Inc. We are following the guidelines by our local state and national leaders as well as implementing and following the guidelines from the CDC. We thank you for your business and your support of Petersen Inc.

Sincerely yours,

Mark Jenkins  
Chief Executive Officer

**FABRICATION - PRECISION MACHINING - FIELD SERVICES - WAREHOUSING**