



HY-CAPACITY

March 20, 2020

To our valued business partners,

Hy-Capacity is dedicated to the safety of our employees and customers. As the Coronavirus (COVID-19) spreads around the world and begins to have a greater impact locally, we would like to share some of the steps that Hy-Capacity has taken to ensure the safety of our employees and customers.

- While the products you receive from us pose very low health risk, we are taking the extra precaution of increasing the frequency of our scheduled cleanings and sanitization in every department
- We are proactively utilizing our cross-training program to ensure adequate staffing in all departments
- We are recommending all employees to take the precautionary health measures, including frequent hand washing and social distancing
- Visitor entrances are monitored and have appropriate notifications and cleaning stations
- We are encouraging our sales team to work from home, where possible, to minimize any risk and to be with family members affected by mandatory shutdowns of schools and businesses
- We've cancelled all non-essential employee air travel until further notice

At this time, our manufacturing and service centers are open for business and operating normally. We are not anticipating any delays in order processing or shipments to customers and will closely monitor the activity from our major shipment carriers.

We will continue to monitor the COVID-19 situation and follow the guidelines established by the US Center for Disease Control and Prevention (CDC) and adhere to the direction of local authorities.

Sincerely,
Your Hy-Capacity Team