



March 16, 2020

To Our Valued Customers,

At Denco Sales, we are always concerned about the health of our employees, customers, vendors, and communities. We have been monitoring the Coronavirus (COVID-19) and we want you to know that we are taking every precaution to assure the health of everyone.

Denco has released guidelines to all employees to help protect them and any others they may be in contact with. These guidelines are from Federal, State, and local agencies, including the **CDC** and the **WHO**.

Some of the preventative measures we have advised for our employees include:

- Monitor their personal health closely.
- Employees who experience cold or flu like symptoms are required to stay home.
- We have suspended all unnecessary employee travel.
- We have suspended all unnecessary company meetings.
- We are taking the highest preventative precautions that are lined out by the CDC for sanitizing all work areas and personal hygiene.
- We have begun implementing changes to our delivery, service and sales procedures to protect the health of our staff and customers. We are limiting face-to-face interactions and promoting social distancing by shifting to a deliver and go type method and conducting phone-based appointments when possible.

At this time we do not foresee supply issues, however, we continue to constantly monitor this and will keep you updated.

As we learn more ways to deal with the Covid-19 virus, Denco will continue to communicate any changes that we feel are necessary to help protect our employees, citizens, and communities.

Sincerely,

Your Denco Sales Team