



To all concerned,

Last week the World Health Organization declared Covid-19 a global pandemic. While this is a significant declaration, we want all our customers and suppliers to know of the response Ward Manufacturing has to this global crisis.

Our company is fully operational and will remain so barring an unforeseen circumstance. Currently, we have seen no interruptions in our production supply chain, allowing us normal access to all raw material and all required outside processes. Even though we do not currently see any foreseeable interruptions, there is no crystal ball on this virus's potential reach. If an employee were to become ill with covid-19 we would act in the best interests of our families and the community by shutting down for 2 weeks.

**As part of our disaster relief efforts, many years ago we moved our finished goods warehouse to a separate, isolated facility 5 miles from our main location. What this means is we can continue to ship parts we have in stock, regardless if our production facility is open or closed. We hold a considerable amount of inventory for each customer in this separate facility to safeguard against these types of disasters. We are grateful to be able to provide this service to our valued customers.**

We have taken every necessary step to minimize the exposure possibility of our employees to this fast spreading virus. By adopting the CDC mitigation strategy (attached), and additional mitigation procedures, we are hopeful and confident we will minimize the possibility of Covid-19 making it to a Ward Manufacturing facility.

As Ward Manufacturing is taking all necessary internal steps to avoid this pandemic, we do ask that you please inform us as soon as possible if you see any disruptions upstream of your organizations that may affect us. This will help us organize and prioritize our efforts. We have been informed that our key suppliers have taken necessary steps to mitigate this virus, however a supply chain disruption is possible.

If there are any questions or concerns, please contact your respective Ward representative.

**Best Regards,**

**Tom Ward & Michael Ward**