



taylor devices inc.

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COMPRESSIBLE MATERIAL DEVICES

March 13, 2020

To the Customers of Taylor Devices:

Due to the ongoing issues related to the spread of the Coronavirus (COVID-19) throughout the world, we want to take this opportunity to assure all our customers that we have been, and will continue to monitor and adhere to the advice of the appropriate public health agencies. Our Executive Management team is in close and continuous contact with each other and we are reacting accordingly to minimize any possible impacts that this situation may cause in satisfying all our customer's needs.

For example, we are following the Center for Disease Control (CDC), Occupational Health and Safety Administration (OSHA) and the Niagara County Health Department for news and advice on steps that should be followed.

Please be assured of the following points:

- TDI Management currently does not have reason to believe that the situation will adversely affect our ability to meet our obligations to our customers. We have a high-spirited, healthy and sufficient workforce that can adjust their work schedules as the need arises. We are up for any challenges that the situation will present to us.
- Our Purchasing team is in continuous communication with our suppliers so that we can be updated on any delays that may occur. To date, there have been no delays in receiving our raw materials, purchased components or outside services that affect our final product.
- We are well prepared to manage this crisis with plans and protocols, which includes the ability for some of our employees to work remotely and seamlessly to support our customers while keeping our employees safe.
- Our cleaning service at our factory is stepping up cleaning and disinfecting, especially in high-use areas such as bathrooms and lunchrooms.
- We are evaluating non-essential travel that does not affect production schedules.
- We are putting into place a policy of reporting of any personal travel by staff or family members outside of Western New York to Human Resources to determine if any quarantine measures will need to be taken, especially if the travel is to high-risk exposure areas or on cruise ships.



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In summary, please be assured that Taylor Devices continues to hold a very high standard for all our customers while ensuring the safety of all our employees and our professional associates. Our Sales Staff is always available to answer any questions that you may have, and we will continue to support our customers to the absolute best of our abilities.

Thank you very much for your confidence in us to manage this challenging situation.

A handwritten signature in blue ink, appearing to read "Alan Klembczyk", is positioned above the printed name.

Alan Klembczyk
President
TAYLOR DEVICES, INC.