



# Freeman Manufacturing & Supply Company

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March 25th, 2020

Dear Valued Customer:

In response to the recent outbreak of the Coronavirus COVID-19 and its potential for disruption to commercial and supply chain activities, we would like to provide an update to the current situation as it relates to Freeman and our customers, and share some initiatives that we are taking to help mitigate the overall impact to our businesses.

While it is impossible to determine the long-term impact of an extended health event on our supply chain, please be advised that we are currently experiencing minimal shipping, supply, and vendor delays. Additionally, we are bolstering inventory levels to minimize the potential for future stock outages that could impact our customers. Freeman is closely monitoring the Centers for Disease Control (CDC) and the World Health Organization (WHO) websites for any changes, warnings, and/or recommendations for preemptive measures that can be taken to mitigate the overall risk to our operations.

In addition to increasing inventory, Freeman is ensuring that its employees are abiding by the spirit and intent of social distancing and quarantine efforts to curtail the spread of the COVID-19 virus. Company policies have been enacted to eliminate access of potentially affected personnel, to ensure proper timeframes for return to duty, and to mitigate all possible points of congregation that could facilitate the spreading of the virus among our employees. To that end, we have assigned personnel from multiple departments to remote working status, where they will remain committed to upholding business operations and remaining focused on customer service and order fulfillment. Those that remain are following strict hygiene standards and maintaining sanitary workspaces. These efforts are being taken at all levels of the company to ensure personal health, prevent lost time, and to ensure proper handling of materials that will ultimately be in the hands of our customers. The safety of our customers is a priority.

For more information regarding Coronavirus COVID-19, please see this article posted by the [World Health Organization](#), as well as the dedicated webpage posted by the [CDC](#).

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