



EPE Corporation COVID 19 Response

Due to the recent outbreaks of the Coronavirus (COVID-19) and in an effort to contain and stop the spread of the virus, EPE is following the guidelines as outlined by The Center for Disease Control (CDC) and The World Health Organization (WHO). The health and safety of our customers, vendors, employees and their families are our top priority. It is imperative that we all work together to achieve the ultimate goal of defeating this pandemic.

We have conducted employee communication and training meetings and have set in motion a set of guidelines for working at EPE. Safety equipment is available throughout the facility including but not limited to disinfectants, masks, gloves and cleaning supplies. We have also taken additional steps in the way business is being conducted. We have halted site visits that are not absolutely necessary, and all non-essential employees are working from home. Signs have been posted throughout facility entrances and we are not allowing any unscheduled visits. We have propped open all internal doorways to minimize personal contact with these hard surfaces. We have initiated a more rigorous cleaning and disinfecting of the facility each evening. We have all employees practicing a strict adherence to social distancing by removing adjacent seating, both in work areas and cafeterias. Finally, we are accepting deliveries of raw materials and we are making customer shipments.

In the event the Government imposes a shelter-in-place or shut-down order, we are exempt from any such order since we are considered part of the Government's "Essential Critical Infrastructure Workforce" as outlined in a letter issued by The Department of Defense (DoD) and The Department of Homeland Security (DHS). This is a very fluid situation that is constantly changing. As changes occur, we will be prompt to react and make any and all necessary adjustments. We will make sure that you are kept up to date of any developments that may impact meeting any of our customer requirements.

Thank you for your understanding and cooperation as we work together through this public health crisis.

A handwritten signature in black ink that reads "J.D. Bell". The signature is written in a cursive, flowing style.

Sincerely,
James D. Bell, Jr
President/CEO