

Dear Valued Customers;

KDM has been diligent in doing our part to control the possible spread of Covid-19 as well as all flu's, and other viruses that could compromise the health of our employees, their families, and all of customers. The urgency to make changes to our three facilities has been second to none. The coronavirus has taken the world by surprise and the seriousness of this virus hasn't reached its full potential.

At KDM, we have implemented the following changes:

- Only KDM employees will be allowed in our facilities.
- All employees must immediately wash their hands before beginning their day.
- Any employee who leaves our buildings and returns, must wash their hands immediately.
- We have placed hand sanitizing stations at every entrance / exit in our buildings.
- We have eliminated all meetings that would take place in close quarters.
- We are encouraging the use of phones and emails within our facilities to reduce one on one communication.
- All travel has been suspended.
- We have contacted all suppliers we purchase from and have asked for their "contingency plans" and efforts to control the risk of spreading.
- We no longer will allow any truck driver delivering our products or picking orders up to enter our facilities. Signing of BOL's and delivery tickets will take place outside the building. Upon re-entry our KDM employees will immediately wash their hands.
- KDM will continue to have daily conference calls with our outside HR group who is monitoring the CDC's every announcement as well as our Federal Government.

We all know this will pass, but sadly not soon enough.  
As always, thank you for your business and please be careful and healthy.

Sincerely,  
Larry Newman  
President/CEO  
KDM Products

