



TO: All Resin Formulators' Customers

SUBJECT: Coronavirus (COVID-19) and Executive Order Exemptions

DATE: March 24, 2020

Resin Formulators, GracoRoberts' line of custom-formulated epoxy resins, continues to monitor and respond to the impacts of the Coronavirus (COVID-19) on our business operations, as well as the health and well-being of our employees. We are actively monitoring Federal, State and local governmental directives to ensure compliance with guidelines and mandates intended to minimize the threat of exposure to the virus.

We have reviewed the various Executive Orders ("the Orders") in counties and states where Resin Formulators and distribution arm GracoRoberts are located (Arlington, TX; Carson, CA; Kent, WA; Wichita, KA; and High Point, NC) requiring all individuals living in those counties and states to stay at home, or in their place of residence, except as needed to maintain continuity of operations of 16 critical infrastructure sectors whose assets, systems, and networks, whether physical or virtual, are considered so vital to the United States that their incapacitation or destruction would have a debilitating effect on security, national economic security, national public health or safety, or any combination thereof.

Our manufacturing and distribution businesses have a large aerospace component and also support important electronics and medical industries. **As such, our business is deemed a part of the Critical Manufacturing, Defense Industrial Base, and Healthcare and Public Health Sectors, and our five GracoRoberts' sites are exempt from the Orders and may continue to operate, taking care to observe additional health and safety standards.** Therefore, we expect to make deliveries to you in accordance with the terms of all open and future purchase orders. If there are any anticipated disruptions to delivery schedules in the future, we will notify you as soon as we become aware of such disruption. As other locations across the company are impacted, we will follow the same protocols to ensure business continuity and the health and safety of our employees.

As for our continuing business operations at our manufacturing facility in CA, and each of our five distribution facilities, we have implemented a companywide work-from-home policy for all jobs that can be performed remotely. For those employees who must remain onsite, we have increased cleaning frequency at all locations, using products and procedures recommended by the CDC. We have also



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asked our employees to increase handwashing and maximize open space and social distancing within the facilities. We have suspended visits to our facilities, as well as all non-essential business travel. Additionally, our employees' personal travel using public transportation of any kind must be reported to our Human Resources Department.

We will continue to work for you to ensure the viability of the critical infrastructure sectors, and as always, we thank you for choosing us.

For more information regarding company updates on COVID-19, visit <https://landing.gracoroberts.com/covid-19>.

Sincerely,

Jason Caldwell
President & CEO