



March 23, 2020

Re: Essential Business Designation

To whom it may concern,

As a business located within New York State, Filtersource.com, Inc., is required to follow all applicable laws. Executive Order 202.8 is a directive issued by New York State Governor Andrew Cuomo that requires businesses in New York State to reduce the number of employees working at individual locations to help combat the COVID-19 outbreak. Employers are required to reduce the number of employees working at each location by 100% effective March 22, 2020, at 8 p.m.

Filtersource.com, Inc. is exempt from the employment reduction provisions contained in Executive Order 202.8, as we are a direct supplier to Essential Businesses supporting health care operations, infrastructure, manufacturing, and defense. Our Essential Business designation has been determined by following the guidance provided by Empire State Development (<https://esd.ny.gov/guidance-executive-order-2026>.) No further action is required of us to clarify our Essential Business Designation.

Under the ESD guidance, Essential Businesses are still required to utilize telecommuting procedures to the maximum extent possible. On March 16, 2020, our leadership team proactively transitioned our in-office staff to telecommuting from the safety of their fully-functioning home offices, made possible by utilizing cloud-based technologies our company had implemented years prior. Our business is proud to report we are operating at our full capacity. Our team's transition to telecommuting should be entirely transparent for both our customers and vendor partners. It will allow us to do our part to help limit the spread of COVID-19 while continuing to support the supply chain for critical infrastructure.

Regards,

Mike Roberts
Director of Operations | Filtersource.com, Inc.