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To: To All Bullard Company Customers, Suppliers, and Partners

From: Valerie Bullard, President of Bullard Company

Subject: Bullard Company plans for COVID-19

Date: March 30, 2020

We are watching a rapidly evolving situation in the world and in the United States right now, as it correlates to Coronavirus and COVID-19 spread. I would like to share Bullard Company's approach to COVID-19 with our customers, supplies and partners.

In this time of global pandemic, our Governor has ordered Michigan residents to stay at home and for several businesses to close temporarily.

Bullard Company is excluded from this business shut down, as we are considered an essential and critical infrastructure workforce as a manufacturer to the transportation, chemical, and energy industries.

We are in continued discussions on how best to react to this dynamic and fluid situation. To assist in making the best decisions possible, we are continuing to monitor the flow of information from reputable sources including the U.S. CDC, the World Health Organization, and other reputable sources. Additionally, we have identified the following as Bullard Company's principles and priorities:

1. We want to keep our employees and their families safe
2. We want to keep our customers, suppliers, and partners safe
3. We want to continue to provide excellent service to our customers, suppliers, and partners
4. We want to maintain a strong and viable business at the Bullard Company

Bullard Company is and remains committed to providing excellent service. Our facility is open and running. At this time, we are continuing full operations.

We have suspended all travel until further notice. Exceptions can be made in rare circumstances. We are instituting this change to ensure that all employees and personnel stay safe – both yours and ours. We hope that you understand the reasoning for this restriction. Our sales staff are available via phone and video calls and will work with you to determine how to best to continue seamless operation in these rapidly changing times.

We are minimizing customer pick-up by asking that all customers accept shipment of their materials, if possible. If you **must** pick-up locally, please inform us and we will schedule a designated pick-up time. We will not allow any person into our facilities that is exhibiting any sickness or symptoms. We also ask that social distancing (6 feet) is observed during these visits.

Again, our goal is to continue to provide excellent service and keep all parties safe. We will continue communication with you as we work through this dynamic and unprecedented situation. We hope for your continued safety.

Sincerely, Valerie Bullard