

**March 16, 2020**

**To Our Valued Clients,**

At Systems Plus, the safety and well-being of our employees is always a priority, as is our commitment to provide quality products to our valued clients.

We want to personally assure you that, despite the challenging times, we are continuing with production and shipping at all our facilities and have contingency plans in place.

- We are in constant communication with our supply chain partners who maintain a large inventory dedicated to us, and are working hard to ensure a constant supply to our production facilities.
- At this time, we have had no employees exhibiting or reporting symptoms connected with the virus. Production continues, thanks to our dedicated staff.

Some steps that we are taking in our offices and production areas:

- We have ramped up daily disinfection of common touch-points and staff areas as well as deep-cleaning procedures, using approved cleaners such as Simple Green.
- We constantly remind employees about the importance of good hygiene and washing hands thoroughly and frequently. Appropriate sanitizers are available throughout our facilities.
- Where possible, products are assembled using gloves in addition to regular PPE.
- Vacation travel is being monitored or restricted, and employees are encouraged to avoid public gatherings and exercise caution in the community.
- Employees who feel ill are asked to not report to work. We are vigilantly monitoring employee health on a daily basis.
- Systems Plus has assured employees that they will not lose income should they be off for an isolation period.

We are actively monitoring the COVID-19/Coronavirus situation and will follow directives from government and public health authorities.

As businesses, we have all been through difficult times. We at Systems Plus commit to working with you, our valued partners, to ensure that we all overcome this unprecedented situation and emerge stronger than ever.

Stay Healthy,

*Garry, Chris and David*