



Monday, March 16, 2020

Dear valued A&I Partners,

What a dynamic period of time we have now entered. We have been overwhelmed with information regarding the onset and spread of COVID-19 also known as the Coronavirus. A&I Manufacturing is taking proactive steps to protect the health of our employees, our customers, and the community. The health and safety of A&I employees, customers, and partners is of utmost importance.

Information regarding COVID-19 (Coronavirus) is being updated constantly and we are working diligently to follow the direction of the CDC, WHO and the local governmental authorities. Additionally, A&I is being creative and proactive to have as many of our office employees work remotely to promote work and social distancing. A&I is proactive and prepared.

Please note the following:

Product Supply

Some customers have asked us if A&I Manufacturing anticipates any delays in procuring materials for fabricating our many products. At this time the answer is no. A&I soon after hearing of COVID-19 in China ramped up ordering of supplies and has a significant amount of inventory for commonly ordered products for our dealers customers.

In-House Efforts

Our approach to keeping our employees protected from the COVID-19 is based on suggested protocols from the CDC, WHO and local government. We've also added other protocols that we feel are both cautious and prudent.

- A&I branches and the manufacturing plant in Monroe are no longer admitting outside visitors.
- We have also implemented responsible travel guidelines for our sales force and put in place restrictions to our team for large group meetings.
- We have also implemented mandatory daily temperature readings of anyone entering our building, employee or vendor.
- We have also initiated routine disinfection cleaning of work stations.
- We are also keeping an open line of communication to all of our employees as information is updated.

Logistics

We will continue to ship products from our Monroe factory, business as usual.

Our Request

We are requesting that if any of your staff have reported to you that they have been exposed to or have confirmed COVID-19 / Corona Virus to immediately let us know along with any pertinent details. We will extend the same courtesy to you regarding any of our salesman or delivery personnel.

What You Can Do

Here are the "best practice" preventative measures identified by the leading health care agencies are:

- Wash hands frequently for at least 20 seconds (Sing the ABC's or Happy Birthday) under hot running water and avoid touching your eyes, nose and mouth.
- Cover your mouth and nose with a flexed elbow or tissue when coughing and sneezing.

- Discard tissues in a garbage can and clean hands after coughing and sneezing.
- Maintain at least a 3' – 6' distance from people.
- Disinfect frequently touched objects and surfaces.
- Stay well hydrated using your own personal drink container whenever possible.
- Refrain from handshakes and other familiar and friendly greetings.

Some More Information

Here are some links to information and updates regarding the virus that we have found helpful:

www.kingcounty.gov/covid

www.snohd.org/484/Novel-Coronavirus-2019

<https://www.tpchd.org/healthy-people/human-coronavirus>

www.cdc.gov/coronavirus/

We take seriously the responsibility to support the health & safety of our employees, customers, partners, and community. Thank you for your continued support and understanding in these matters.

Please contact Customer Service if you have any questions.



A&I Manufacturing Inc.
17476 147th ST SE, Suite E
Monroe WA, 98272