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April 9, 2020

To Our Valued Customers, Vendors, Employees and Partners:

In response to the coronavirus (COVID-19) global pandemic, Brown Metals Company is implementing prevention measures to minimize the risk to our employees. We continue to follow guidance from the Centers for Disease Control (CDC) as well as State and local government agencies. We are designated as a Critical Sector Infrastructure supply chain partner as defined by the Department of Homeland Security (<https://www.cisa.gov/critical-infrastructure-sectors>). We will continue to operate as long as the safety of our employees can be maintained. While we are doing everything possible to maintain current lead times, please note that some minor delays are possible. Currently, we are operating on an adjusted schedule as follows:

- Sales: Monday – Friday, 6am – 4pm Pacific Time
- Shipping: Monday – Thursday, no shipments on Friday
- Production: Monday – Saturday, Two shifts

Brown Metals Company has immediately implemented the following:

- All non-essential business visits to Brown Metals Company have been suspended.
- Brown Metals Company employees will conduct meetings using video and teleconferencing as necessary.
- Brown Metals Company administrative employees will work remotely when possible.
- Brown Metals Company Warehouse shifts have been split to minimize the number of employees on site at one time.
- Brown Metals Company employees have been given information on best practices to prevent the spread of illness including frequent hand washing, staggered lunch breaks, practicing "social distancing," and use of face coverings.
- Brown Metals Company has increased the frequency of cleaning "high touch" surfaces, common areas, machinery and tooling.
- Any exceptions to these policies must be approved in advance by the President.

Brown Metals Company will continue to monitor the situation on an ongoing basis and take the necessary steps to ensure that we remain a reliable partner to our customers, principles and employees.

If you have any questions, please reach out to the Brown Metals Company Sales Team.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lance Brown", with a horizontal line extending to the right.

Lance Brown
President
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