



Andrew Moreland
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To: All WestOak Industries customers

Subject: Coronavirus Update

As COVID-19 continues to spread across the nations and global community, WestOak is taking multiple steps to ensure that our operations and services continue at the highest level possible for our customers. Our commitment is strong to ensure the health and safety of our employees, customers and partners.

We have our Management Team working on continually updating company policies and coordinating infection prevention measures to ensure we are in full compliance with the guidance provided by the World Health Organization and governmental and regulatory authorities.

In addition to this, we are:

- Educating our team on current information and news as it is released.
- Limiting all nonessential business travel.
- Deploying clear directives on employee self-isolation, covering all possible circumstances.
- Implementing a higher level of cleaning across our workstations and facility.
- Encouraging the use of digital technology for communication on and off the premises.
- Communicating virus prevention messages.

As the current situation is constantly evolving, we will be continually updating our guidelines and policies to ensure the best interests of our employees and our customers.

Sincerely,

Andrew Moreland – COO
WestOak Industries, Inc