



March 23,2020

Dear Valued Customer:

Thank you for your business. We highly value the relationship we have with your Company and we continuously strive to provide you with improved customer service and support.

You may be aware that the Governor of the State of Illinois issued COVID-19 Executive Order #8 on Friday March 20, 2020. This order has been referred to as the “stay at home” order, and it requires that all non-essential Illinois businesses cease operations as of 5:00 pm on March 21 and remain in such mode until April 8, 2020.

Essential businesses are exempt from this order, however. We have researched the issue and after consultation with legal counsel we have concluded that Tempco is an essential business, due to the fact that we supply much needed products to the medical, food, agriculture and other critical and essential industries.

Therefore, Tempco will remain in operation during this “shut down” period and we will continue to provide you with the fine products and customer service that you have grown accustomed to, assuming that no external forces (government or unanticipated supply chain interruptions) preclude us from doing so.

While we cannot guarantee that there will be no future disruptions in product flow, we are in constant contact with our suppliers of key raw materials to assess developments as they occur. We have also increased our order sizes in an effort to build up our inventory of key raw materials. This should assist us in the event of future shortages. We are also looking at alternate sources of supply in the event we experience material shortages from our current supply chain.

We have also taken steps to help protect our employees from the virus. This has included providing educational materials, meetings with our Managers and Supervisors and placing posters in strategic areas that encourage and remind our employees to practice good hygiene pursuant to CDC guidelines. Employees have been instructed to stay home if sick, and our Managers are monitoring our employees’ physical condition at work and sending them home without attendance penalty if ill.



We have consulted with medical professionals and attorneys regarding the steps we are taking and we have received guidance as to how we will handle situations where employees may have been exposed to an infected person. Once again, we will take aggressive and appropriate action to hopefully prevent the virus from even getting into Tempco.

We have engaged in much more aggressive cleaning procedures over the past several weeks. We are making every effort to disinfect any “public touch” areas on a regular basis not only during the business day, but also with our night cleaning crew. Disinfecting wipes and hand sanitizers are available to all of our employees.

We all know that there is no “magic bullet” solution to this challenge, but rest assured that we are doing everything possible to minimize the impact the virus could have on our customers and employees. We will provide you with ongoing updates as new information becomes available.

Thank you for taking the time to read this letter and once again, we thank you for your business and your loyalty.

Very truly yours,

Fermin A. Adames

President/CEO