



**To:** Valued Key Polymer Customers  
**From:** Bill Newman  
**Date:** March 23, 2020  
**Re:** Key Polymer - Open for business

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As you may or may not have heard, effective Tuesday, March 24<sup>th</sup>, at noon, the State of Massachusetts will move to become a 'shelter in place' state.

Due to the specific companies for which we manufacture, Key Polymer qualifies as essential. The purpose of this communication is to advise you that we will **remain open for business. In order to best serve you, we will be reaching out (to those we have not already spoken to) to understand your needs for the next 30 days. We have had several customers proactively convey future volumes and we encourage you to do the same.**

As noted in our previous communication, we will continue focus on the safety, welfare and health of our employees. And as a reminder, here are some of the critical steps we have taken to ensure that

- Provided extra cleaning in the facility, specifically bathrooms, locker rooms, work spaces, conference rooms, labs and office spaces.
- Provided information, cleaning products and proper hygiene techniques to all.
- Minimized the risk to persons or family members with compromised immune systems, enabling them to telecommute.
- Instituted a no-visitor policy affecting sales persons and contractors to our building.
- Eliminated persons entering the building, other than essential personnel.
- Eliminated truck drivers from moving beyond the shipping/receiving doors.
- Provided N95 certified masks for use while working or walking the facility.
- Instituting a temperature check upon entering the building.

Thank you for your continued support as we navigate through these series of challenging events.