

**Schlemmer**
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March 18, 2020

Re: Coronavirus – COVID-19

Dear Valued Customers, Partners and Vendors:

I hope this finds you and your loved ones safe and well as we all manage the impact COVID-19 virus is having on our lives.

I want to take this opportunity to assure you that the health and safety of our customers, employees, partners and vendors is of paramount importance to us. Our company is open and continues to monitor Federal, State, and Local government and public health organization communications. We have implemented recommended cleaning, hygiene, and safe social distancing practices and will adjust to additional guidelines accordingly. We respect the request from many customers regarding on-site visits and have restricted specific business travel at this time. We are committed to staying in touch digitally through email, text and teleconferencing.

The situation with COVID-19 is extremely dynamic and we will continue to update our status as it relates to customers, employees, partners, and vendors. Stay safe!

Sincerely,

Rob Houston

Rob Houston

President

Schlemmer Associates