



March 13, 2020

Memo to Our Customers, Vendors and other Stakeholders:

At Inspec, Inc. the safety including the health and well-being of our employees and customers is our top priority. As we navigate the rapidly evolving coronavirus (COVID-19) situation we are monitoring and following the current guidance from the leading government and health authorities including the Centers for Disease Control & Prevention (CDC), World Health Organization (WHO) and local governments. To ensure we are taking the right actions to protect our customers, employees and the communities where we operate, we have put the following guidelines in place:


- Instructing employees to wash their hands with soap and water for at least 20 seconds or if soap and water are not available to use an alcohol-based hand sanitizer
- Recommending non-contact methods of greetings (other than handshakes)
- Instructing employees to routinely clean all frequently touched surfaces in the workplace
- Ensuring our cleaning company is following similar guidelines
- Providing hand sanitizer, disinfecting wipes, other cleaning products and gloves upon request throughout the building for employees and guests
- Posting cough and sneeze etiquette signs and reminding employees to avoid touching their face
- Actively encouraging sick employees to stay home

While we plan to maintain business as usual, we understand our customers may have concerns with non-essential employees entering their facilities. If this is the case, we ask that they contact their salesperson to discuss options.

We appreciate your support and understanding during this evolving situation as we make every effort to support our customers and employees in the proper ways.

  
Dale Robenault  
President/CEO

  
Robert Farr  
Exec. Vice President

  
Tom Snyder  
Quality and Safety