



**Ford Motor Company  
Product Development Center  
21175 Oakwood Blvd  
Dearborn, MI 48124-4007**

**March 24, 2020**

Dear Valued Supplier,

In response to COVID19, during the past weeks, Ford has taken many actions including suspending manufacturing operations in North America, Europe, South America, and IMG. Additionally, with limited exceptions, our salaried workforce is working from home.

As you are aware, a number of state Governors—including in Illinois, Missouri, Kentucky, New York, and Ohio—have issued guidelines to help slow the spread of the coronavirus, some of which may order residents to stay at home except for essential purposes and telling nonessential businesses to stop asking employees to report to work. We are in close contact with state offices to ensure that we are taking appropriate steps to address this crisis.

Based upon federal government guidelines and state orders, Ford's operations are critical essential infrastructure work and/or essential business operations. Importantly, our Suppliers to these essential operations themselves are also critical infrastructure businesses and operations and/or essential businesses and operations, and therefore permitted to operate with an onsite workforce.

Critical operations that continue under these guidelines and orders include, but are not limited to:

- All COVID19 related manufacturing, product development, and humanitarian efforts (including cleaning)
- All manufacturing, distribution, and supply chain operations for producing and supplying essential transportation products and services, including vehicles, vehicle components and parts, and related vehicle services
- Ford and Lincoln dealership service operations
- Ford Customer Service Division (FCSD) and part distribution centers
- Services required for transportation of materials supporting critical infrastructure work
- Other services that enable, support, or facilitate the above critical operations

Although this letter is not required, we are providing this to you for clarity and for avoidance of doubt.

Thank you for all that you are doing during this challenging time. Together, we will work to limit the spread of the coronavirus while taking care of our customer needs.

Sincerely,

A handwritten signature in black ink that reads "Lisa Drake".

Lisa Drake  
Vice President  
Global Powertrain &  
Purchasing Operations