



March 23, 2020

Dear Valued Partner,

With state mandated non-essential shutdowns becoming prevalent, we wanted to inform you that we remain open and fully operational in every instance because we fall under essential industrial manufacturing.

Sigma Plastics Group and its divisions is classified as an "essential business" as noted in the guidelines provided by the US Department of Homeland Security Memo on Identification of Essential Critical Infrastructure Workers During COVID-19 Response.

"Workers necessary for the manufacturing of materials and products needed for medical supply chains, and for supply chains associated with transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base. Additionally, workers needed to maintain the continuity of these manufacturing functions and associated supply chains."

While we have implemented some procedures where employees can telecommute, we assure you that they are fully functional and able to support your business needs remotely. All our plants will remain open and operational and our logistics team will continue to make on time shipments while maintaining a high standard of personal hygiene and safety. Our team is prepared and ready to partner with you to maintain business-as-usual throughout these unprecedented times.

The health and well-being of our employees, suppliers and customers remain top priority during these times and we will continue to adhere to CDC recommendations, monitor the situation, and make adjustments as needed.

We will maintain an open line of communication and update you if anything changes.

Thank you for your continued support and we appreciate your partnership.

Sincerely,

Mark Teo
President