



J & L Custom Plastic Extrusions, Inc.

1532 Santa Anita Avenue South El Monte, CA 91733
626-442-0711 fax: 626-575-1309

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Dear Valued Customers,

J & L Custom Plastic Extrusions is committed to maintaining a safe and healthy workplace for our employees while continuing to service our customers during this time of national emergency due to COVID-19.

We are closely monitoring the ongoing COVID-19 coronavirus outbreak according to the guidelines and recommendations of the **CDC** (Centers for Disease Control and Prevention). We want to share with you some of the actions we have taken to help protect our employees and servicing our customers.

- Employees are required to stay home if they are sick and to consult a medical professional.
- Employees are reminded to wash or sanitize their hands frequently.
- Employees are reminded to cover their mouth and nose when coughing and sneezing
- We have disseminated information from the CDC to all employees on the spread of COVID-19, how to protect themselves, what to do if they become sick and will continue to share more in the coming days.
- Visitors are prohibited on premises. Business-critical exceptions must be approved by Human Resources.
- Business travel is prohibited for all employees.
- Employees are cautioned to minimize exposure to large gatherings, both in and out of the workplace.

Our supply chains are functioning as normal and have no disruptions or slowdowns. We will continue to monitor our suppliers and work with them to mitigate any potential disruptions. We will continue to fully utilize technology to communicate and service our customers.

We appreciate the trust that you place in J & L Custom Plastic Extrusions. We will continue to closely monitor the situation, adapt and take actions necessary to help keep our employees and customers safe while providing the products you need to run your business.

Best regards,

Edwin Woo
President, J & L Custom Plastic Extrusions, Inc.