Dear Valued Business Partner:

Like you, we are concerned about the spread of the coronavirus COVID-19 and have taken precautionary measures to protect all of our employees in line with our commitment to ensure their health and safety. Precautions we have undertaken include adding hand-sanitizing stations at all of our facilities, reducing the number of meetings, minimizing business travel, broadening our work-from-home policy and advising workers on ways to safeguard their health during this stressful time.

As part of our precautionary procedures, we’re also requiring all transport companies, contractors and guests who enter our facilities to use the hand-sanitizing stations and abide by our hygiene guidelines until further notice.

Thus far, we have had no direct experience with COVID-19, nor have we had or expect any constraints upon our ability to serve our customers.

Because we also want to be certain we are doing everything to ensure our supply chain remains safe and secure, we’re asking all our partners to provide information about measures they’re taking to limit risk of business disruption due to COVID-19.

With this in mind, would you please provide us the following information by DATE:

- Can you provide a list of precautionary measures your company has instituted to prevent the spread of COVID-19?
- Has anyone in your workforce been infected with COVID-19?
- What constraints or interruptions to your products and/or services, if any, have occurred as a result of COVID-19 precautions or infections?
- What constraints or interruptions to your products and/or services, if any, do you expect to occur as a result of COVID-19 precautions or infections?

We would greatly appreciate it if you could provide this information to us by DATE. We value our relationship with you and hope that by working together in a transparent manner we can ensure that all our business partners and customers will continue to be served in a safe and timely manner.

Sincerely,