



March 23, 2020

To United Silicone Business Partners:

The COVID-19 pandemic is a new experience for all of us with rapidly changing information and requirements. United Silicone's focus continues to be on employee safety followed by our customers' needs.

United Silicone has received designation as an 'essential business' pursuant to New York State Executive Order 202.7 with respect to our being a supplier of 'essential' products. All non-essential manufacturing has been reduced to zero effective Sunday, 3/22/2020, at 8pm ET, by statute of this Executive Order - <https://www.bsk.com/news-insights/new-york-executive-order-2027-and-essential-business-guidance>.

United Silicone is a supplier to 'essential' businesses serving the Medical, Pharmaceutical, and Food & Beverage industries. Some areas of our business also support Transportation, Oil & Gas, Electrical Components, Industrial Safety, Sanitation, and several other industries that the US Government has deemed as 'essential'.

Therefore, United Silicone has also been designated as 'essential' and will remain open for business. We will do our best to continue supplying those 'essential' products and services to businesses that are required for our society in this difficult time. We will cease producing and shipping all 'non-essential' products until the time this Executive Order is changed or suspended.

United Silicone customers qualified as an 'essential' business by definition of the NYS Executive Order 202.7 are requested to immediately submit documentation/confirmation as such to your United Silicone Customer Service Representative. New, incoming orders are required to identify those products deemed 'essential' within the body of PO document for easy reference. All orders for products designated as 'non-essential' will be staged for future production pending changes or suspension of NYS Executive Order 202.7.

United Silicone will continue to follow the guidance from the CDC, Government Agencies, and ITW Corporate. Arrangements have been made for all employees who have been deemed non-critical for production purposes for 'essential' products to work from home immediately. All workers who must be in our facilities are employing social distancing practices. We have also increased cleaning and disinfecting efforts as well as training for our employees on all manners of reducing the impact of Covid-19.

Thank you for your assistance and continued support. Feel free to contact me if you require additional details or support.

Sincerely,

Brenda L. Denny

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Trusted Partner for Your Product Decorating Needs

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