



We Put Technology In Motion™

Dear Valued Customer,

Given the uncertainty and rapidly changing environment surrounding the COVID-19 pandemic, SWECO wants to ensure our customers remain informed regarding the status of our business. In addition, we commit to act responsibly to ensure the safety of our employees and our surrounding community. The Department of Homeland Security Cybersecurity & Infrastructure Security Agency (CISA) provided a memorandum to assist in determining which businesses are considered critical to our infrastructure during the COVID-19 pandemic. The state of Kentucky has published similar guidance for which businesses can continue to operate. SWECO's products serve a variety of these critical industries (food production, pharmaceutical production, energy production, mining and minerals processing, wastewater processing, as well as others). Based upon the industries served, SWECO has determined that it is appropriate to remain open and fully functioning. Many changes have been implemented to protect our resources as well as control the spread of the COVID-19 in the community. Highlights of these changes are as follows:

- All employees that are able to work from their residence are doing so and are fully functioning.
- Proper social distancing is mandatory for all personnel at all times.
- SWECO utilizes a web-based phone system, enabling calls to be seamlessly routed directly to the appropriate personnel just as if working from an office.
- Employees are assigned specific working zones and must work within these zones, including restrooms and break areas.
- The resources deemed critical to support manufacturing have been divided into two teams that are alternating time in the office and time working from home on a 2 week rotating schedule.
- Manufacturing resources have moved to differing shifts to minimize the number of people in the facility at any given time. In addition, a 1-hour gap has been added between shifts to prevent employees of different shifts from being inside the facility at the same time. This enables the manufacturing teams to be fully functional while maintaining proper social distancing and reducing the risk of cross contamination.
- All employees must wash hands thoroughly and frequently.
- Hand sanitizer stations have been placed throughout the facility for use between the times when hands are washed.
- Additional cleaning and sanitization activities occur throughout facilities daily and between shifts.
- Every employee is temperature checked prior to being permitted inside the facility.

As of this time, there is no interruption to SWECO's supply chain, manufacturing or the distribution of goods. SWECO's management team is reviewing the rapidly evolving situation on a daily basis. This will ensure compliance with local laws and continuously improve practices to best protect personnel and operate responsibly. We will keep our customers informed if any changes to equipment, screen or parts orders occur.

Thank you for your business and we look forward to continuing to serve you. On behalf of the entire SWECO team, we wish the best for you and your families during this challenging time.

Brian Carr
President, SWECO