

Dear valued Team members,

At Ajax Turner, the safety of our team members is our uncompromising priority and we are closely monitoring the coronavirus (COVID-19) situation. At this time, Ajax Turner remains open for business in order to provide our customers with quality products and exceptional service. Our commitment to you is to maintain a safe workplace and adopt practices to protect team members, customers, and visitors. We also must ensure the continuity of our business operations. In order to combat the effects of COVID-19, we are taking the following measures as a company:

1. All group sales and service meetings are postponed until further notice and will be conducted through electronic means at sales manager/director discretion
2. Supplier ride withs have been cancelled and all partners have been notified
3. Ajax Turner's conference room availability for customer use has been suspended
4. Only essential functions will be conducted from Ajax Turner's facilities (eg, service, operations, garage, administration)
5. Sales and service managers, as well as sales reps and merchandisers, will operate from the field and are not required to report to our facility

Preventative measures that we have already implemented include:

1. Facility common areas, including breakrooms, restrooms, conference rooms, and door handles are being sanitized twice daily
2. As sanitizing supplies are made available, they will be distributed for team member business use
3. Training and preventative measure materials have been disseminated to all team members via email and posted across the facility

Steps that you can take to limit your exposure include:

1. Practice good hygiene, including frequent hand washing and avoid touching your face
2. Regularly disinfect surfaces
3. Stay at home if you are feeling sick, consult your physician, and contact your supervisor
4. Check the CDC's website for current information and preventative measures at:

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Due to the effects of COVID-19 and recent tornadoes in the Middle Tennessee area, many team members may have concerns or feel stressed. Those team members and their families can reach out to the company's Employee Assistance Program (EAP) at 1-800-386-7055 or eapcounselor@ibhcorp.com

This is a very uncertain time for each of our families, our customers, and our nation itself. We will continue monitoring the COVID-19 situation and will respond based on the advice of governments, public health authorities, and medical professionals.

D. Scott Turner

President, Ajax Turner Company