

March 11, 2020

At TCP We Care

With the continuing spread of the Coronavirus throughout the globe, we are continuing to monitor the situation and utilize best practices to keep our global team of employees safe and healthy while limiting any disruption in business.

TCP continues to work with our factories in China to limit disruption in our supply chain. Our focus is to keep employees in China safe while keeping our operations going. We have worked with local authorities in China on additional measures and are happy to report zero illness in our China facilities and being 70% operational. We continue to ship product to the US on a weekly basis and working to fill any backorders first.

In North America, we have prepared additional team members with laptops so that we can continue to conduct business while limiting contact. TCP also is well equipped for video conferencing to continue to meet with customers, in lieu of face to face interaction. As part of our commitment to employee welfare and safety TCP professionally disinfected and sanitized our offices on March 9<sup>th</sup> and have increased awareness of hand sanitizing stations throughout the building.

Additionally, we have reminded employees of these standard precautions to prevent the spread of disease:

- Stay home when you are sick, except to get medical care.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Wash your hands often with soap and water for at least 20 seconds.

We appreciate your continued support and patience as we work together to continue everyday operations while limiting the potential spread of illness.

Best regards,

Lesley Matt

Senior Vice President

TCP