



## TOWER PRODUCTS CORONAVIRUS COMMUNICATION

March 14, 2020

Dear Valued Customers, Dealers & Business Partners,

As cases of COVID-19 continue to spread around the globe and in the USA, Tower Products Inc. is closely monitoring this rapidly evolving health emergency and is responding appropriately and in accordance with the National Emergency Declaration that has been announced. Tower Products is mindful of the concerns of our business partners, customers and employees and the implications of how this situation impacts business continuity.

As with any situation involving infectious disease, one of the most critical elements is the individual – **you**. We cannot stress strongly enough the importance of closely following [CDC guidance](#) for preventing infection at home and in the office:

### TOWER PRODUCTS BUSINESS CONTINUITY

In order to comply with social distancing guidelines and protect our team and their families, Tower has suspended business travel until April 1, 2020, when our policy will be re-evaluated. We are also limiting any vendor or contractor visitation to our offices unless the need is deemed critical during this timeframe.

Dealers and customers will be contacted by their designated Sales Representative, to determine an action plan that emphasizes **remote support**. Our Team members have the capacity, technology and access to support our partners and customers remotely in most cases.

Sick employees are being directed to stay home if they have respiratory symptoms such as: coughing, sneezing, shortness of breath and/or fever. They must also leave work if they develop these symptoms while at the workplace. Any sick days taken based on this policy will be compensated up to 14 days if necessary, per new National Emergency Guidelines.

Increased office sanitation measures have been put into place here at Tower and we are closely following hygiene information provided by the [CDC](#).

For more on COVID-19 and its prevention, visit the [Centers for Disease Control and Prevention](#), the [World Health Organization](#).