



March 17, 2020

Dear Friends and Colleagues,

We are continually monitoring the COVID-19 situation and adjusting our response and actions accordingly. Stuppy is committed to the health and safety of our employees, customers, suppliers, and colleagues. Because we design, manufacturer, ship, and construct greenhouse systems all over the United States, not all of our work can be done virtually or remotely. There will be challenges ahead, but we are confident in our ability to meet the needs of our customers.

Here is a summary of the changes we've implemented:

- Office personnel who are in higher risk categories or have workstations in close proximity to others are working remotely, with access to our systems and the ability to receive phone calls and communicate via email.
- Air travel has been suspended for all employees, but we are available to communicate via multiple technology platforms for virtual meetings in order to service our customers and provide technical support.
- Sales staff will visit customers by appointment with mutual agreement, travelling by car, and maintaining recommended distance.
- Advance orders are being accepting for pickup, minimizing your wait and contact with others.
- We are in close contact with our main suppliers to monitor material availability and any changes in the supply chain or lead times.
- We'll continuously monitor the CDC website as well as Missouri and Kansas state sites for information that impacts our employees, practices and response.

This is an uncertain and evolving situation that affects us all, and we will continue to adapt as needed. Stuppy will remain vigilant on protection and continue to do business.

Sincerely,

Matt Stuppy  
President