



March 25, 2020

To Whom It May Concern:

Action Electrical & Mechanical Contractors' employees provide essential services to support the **Critical Food and Agriculture, Critical Manufacturing and Critical Healthcare and Public Health Sectors** pursuant to the U.S. Department of Homeland Security CISA guidelines.

In response to: **COVID-19 Declaration of National Emergency**

Our company provides critical labor needs for several of these customers across North America.

Attached are letters from a few of our customers who rely on our services to keep running.

As a result, our employees are permitted to travel to and from work at these facilities notwithstanding any limitations on travel away from home.

We greatly appreciate your assistance in enabling our teammates to continue to help keep our supply chain and medical facilities working and America's store shelves full.

Should you have any questions, please contact us at 404-799-3551.

Action Electric Co., Inc.  
William Redding

A handwritten signature in blue ink, appearing to read 'W. Redding', is written over the printed name. Below the signature, the title 'COO' is printed in a bold, black, sans-serif font.

COO



## **Critical Industry Employee Authorization to Travel Regardless of the Time of Day**

March 2020

To Whom It May Concern:

The individual in possession of this letter works in the Food and Agriculture manufacturing and transportation industry and must travel to and from work and engage in his or her work activities regardless of the time of day as an employee in a sector that has been deemed by the U.S. Government as critical to the infrastructure of the United States.

The Food and Agriculture industry is essential for the continued function of the economy in this time of declared national emergency. It is essential to the nation's food supply that this individual be permitted to proceed to or from his or her job or to otherwise perform his or her job function.

The Food and Agriculture manufacturing and transportation industry has been designated a "Critical Infrastructure Segment" under Presidential Policy Directive 21 and Department of Homeland Security emergency readiness programs implementing the USA PATRIOT Act of 2001. 42 U.S.C. § 5195c(e). It is therefore the policy of the United States government that these industries continue to function with minimal disruption in the event of an emergency.

Furthermore, in a March 16, 2020 guidance, the President of the United States instructed employees of Critical Infrastructure Industries, including the Food and Agriculture sector, to continue to perform their normal job functions during the coronavirus pandemic. *The President's Coronavirus Guidelines for America* (Mar. 16, 2020; Available at [https://www.whitehouse.gov/wpcontent/uploads/2020/03/03.16.20\\_coronavirusguidance\\_8.5x11\\_315PM.pdf](https://www.whitehouse.gov/wpcontent/uploads/2020/03/03.16.20_coronavirusguidance_8.5x11_315PM.pdf)).

**Again, the continued operation of the Food and Agriculture industry is vital to the health and wellness of the American people during this national emergency.**

As such, the individual in possession of this letter is a "critical infrastructure industry employee" of the Food and Agriculture industry and should be considered exempt from local restrictions such as curfews, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing his or her work functions. We ask that you allow this individual to continue with his or her job in the interest of protecting public health and security.

Should you have any questions concerning this letter, please contact Jen McCauley, Human Resources Generalist, Schwan's Company at (952) 841-2684.

Certified by,

Tony Puri  
President, SFC Global Supply Chain, Inc.



## DESIGNATION AS CRITICAL INFRASTRUCTURE SUPPLIER

As the Nation comes together to slow the spread of COVID-19, on March 16th, 2020 the President issued updated Coronavirus Guidance for America. This guidance states that:

*"If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and **food supply**, you have a special responsibility to maintain your normal work schedule."* (emphasis added)

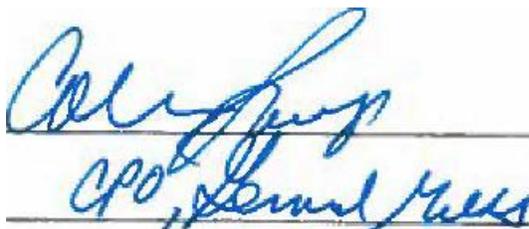
The federal Cybersecurity and Infrastructure Security Agency (CISA) provides strategic guidance, promotes a national unity of effort, and coordinates the overall federal effort to ensure the security and resilience of the Nation's critical infrastructure.

On March 19, 2020, CISA listed **ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS DURING COVID-19 RESPONSE** to help State and Local officials as they work to protect their communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security. This list includes "**Food manufacturer employees and their supplier employees.**" The complete list is available at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>. The list is explicitly designed to inform critical infrastructure community decision-making to determine the sectors, sub-sectors, segments, or critical functions that should continue normal operations, appropriately modified to account for Centers for Disease Control (CDC) workforce and customer protection guidance.

Because you are a supplier of General Mills, **your company and all your employees are recognized by the U.S. Department of Homeland Security as WORKERS ESSENTIAL CRITICAL INFRASTRUCTURE DURING COVID-19 RESPONSE** by the U.S. Department of Homeland Security.

Please share this letter with any state or local government officials to confirm your status as a supplier of General Mills, and the critical role you play in maintaining the nation's food supply.

Sincerely,



CPO, General Mills

3/20/20



March 20, 2020

To whom it may concern:

PepsiCo is one of the country's leading consumer packaged goods companies with a product portfolio that includes a wide range of foods and beverages. The U.S. Department of Homeland Security Cybersecurity & Infrastructure Security Agency (CISA) has included, among other things, "food and agriculture, transportation and logistics" in its March 19, 2020 *Memorandum on Identification of Essential Critical Infrastructure Workers During Covid-19 Response*, specifically naming "food manufacturer employees and their supplier employees." As a result, PepsiCo's business operations remain open to continue to provide products and services to its customers and communities during this challenging time.

Without our trusted supply chain partners, our ability to meet this challenge would be severely compromised and so their work is essential to PepsiCo's continuing operations.

The vendor in possession of this letter provides essential products or logistics and other services to PepsiCo manufacturing facilities, distribution centers, warehouses, data centers, or other support facilities in the area. As such, vendor employees are "critical infrastructure industry employees" of the Transportation and Food and Agricultural industry sectors and vendor and its employees should be considered exempt from any state or local restrictions including closure orders, curfews, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing their respective work functions.

We look forward to keeping our promise to our communities in this time of national emergency.

Thank you for your support.

Sincerely,

PepsiCo, Inc.

**From:** Kris Olson <[KrOlson@directs.com](mailto:KrOlson@directs.com)>  
**Sent:** Tuesday, March 24, 2020 4:14 PM  
**To:** AEC-Direct Supply <[directs@actioncontractors.com](mailto:directs@actioncontractors.com)>  
**Subject:** Coronavirus Update for TELS Service Network - March 24, 2020

Hello,

Our industry has been incredibly impacted by COVID-19 - because of this virus, our caregivers are facing equipment shortages and residents are being isolated from family and friends. Direct Supply continues to be here for our Senior Living customers and for your team. We have always served our Mission of taking care of the Nation's 3.2 million Seniors and we do so proudly WITH you, our Service Partner. And now, more than ever, our customers need our collective help.

With many states issuing shelter-in-place orders, the guidance we have received from the Presidential Task Force is that not only are your teams allowed in the buildings, you are a critical and essential part of the caregiving ecosystem. Maintenance teams are being redirected to support the communities in new ways and it's possible that some tasks typically performed by maintenance teams will become service requests. Please continue to keep our team informed of your availability and any other services your team offers that may help Senior Living Communities.

**We are honored to serve with you. Thank you for your continued support of our country's Senior Living communities.**

As a reminder, please continue to inform your team of the following CDC and CMS required precautions before they arrive at a jobsite:

- Follow any building-specific check-in or check-out procedures, as requested. This may include: using only one entrance to the building, recording your temperature upon arrival, and answering questions about your recent travel and potential exposure to Coronavirus.
- Please ensure your staff is bringing their personal protective equipment to the building.
- Always follow good hygiene practices and avoid contact with residents and staff.
- If a technician has flu-like symptoms or is diagnosed with coronavirus, please do not have him/her enter a Senior Living community until his/her physician grants approval to do so.
- If a technician has traveled to an area with a Level 3 Travel Health Notice issued by the CDC, please do not have him/her enter a Senior Living Community until 14 days after such travel or contact (assuming no flu-like symptoms or diagnoses).
- If a technician has been in close contact with someone who has been diagnosed with Coronavirus or has traveled to an area with a Level 3 Travel Health Notice issued by the CDC within the past 14 days, please do not have him/her enter a Senior Living Community.

To stay up-to-date on the most recent precautions, it's critical that your team monitor the links below for new developments and consistently follow the latest guidance.

- [CMS](#)
- [CDC](#)
- All [local and state requirements](#) that apply to Senior Living facilities. Scroll to the map and click on any state to be taken to the State's Dept of Health website.

For additional resources specifically created for Senior Living, please review the [AHCA website](#).

Thank you

Kris Olson



March 24, 2020

**Re: ESSENTIAL OPERATIONS – TO ALL OF OUR U.S. SERVICE PROVIDERS**

To Whom It May Concern:

Direct Supply, Inc. is the most Critical Supplier to the nation’s Senior Living Industry serving 3.2 million Seniors and is deemed an “Essential Business” by the U.S. Department of Homeland Security as directed by the President’s State of National Emergency.

This letter of support to all of our U.S. Service Providers is intended for your use with any local, state or federal agencies regarding your ability to supply critical services that are needed in Nursing Homes, Assisted Living Communities, CCRCs and other critical medical institutions if ordered by Direct Supply and TELS Building Services. Your services are essential to the health and well-being of the residents of these facilities.

***This letter is a request for the continued operations of our U.S. Service Providers and their Suppliers to assist us in the timely and orderly supply of critical equipment and services to the nation’s Senior Healthcare Industry. Your importance to serving these 3.2 million Seniors is deeply appreciated as we try and protect this most vulnerable population from the current COVID-19 crisis.***

This letter is in effect until the National Emergency called by the President of the United States has expired.

Should you have any questions, please contact [NationalEmergency@DirectSupply.com](mailto:NationalEmergency@DirectSupply.com).

Authorized this 24<sup>rd</sup> day of March, 2020 by:

Robert J. Hillis  
**President & Chief Executive Officer**  
Direct Supply, Inc.



1 ECOLAB PLACE  
ST. PAUL, MN 55102-1390

March 25, 2020

To whom it may concern:

**Ecolab's McDonough Manufacturing Plant provides essential services and support to our customers**

Ecolab has been in contact with federal, state and local officials to review the work of our field teams and the important impact we have on food safety, industrial operations/manufacturing and public health. We have received confirmation that our field associates are considered essential under current definitions and interpretations.

We have also reviewed unique requirements for individual states and confirmed that current local/state government orders and mandates also consider our work as "essential". In cases where restaurants, bars and other food establishments are ordered closed, there are still options for carry-out, delivery or grab-and-go. In the case of our Industrial, healthcare and life sciences customers we play a vital role in keeping their critical operations running. As a result, we will continue to safely deliver the products and services our customers need to maintain safe and healthy operations.

The employee carrying this letter is deemed to be an essential employee [contractor] to our customers.

A handwritten signature in black ink, appearing to read "Reginald Bryant". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Reginald Bryant  
Human Resources Manager





A Furukawa Company

March 2020

To Whom This May Concern:

The bearer of this letter is an essential worker at the OFS Fitel, LLC facility and provides critical function to the manufacture of optical fiber that is used in medical device, oil and gas, telecommunications, and aerospace engineering. Their role can only be performed at an OFS Fitel, LLC manufacturing facility.

Our work falls under the provisions of the critical infrastructure industry as noted below in the statement from the U.S. Department of Homeland Security, dated March 19,2020, *Memorandum on Identification of Essential Critical Infrastructure Workers during COVID-19 Response*.

The guidance states *"If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as Communications and Information Technology you have a special responsibility to maintain your normal work schedule."*

The specific section of the Essential Critical Infrastructure Workforce memorandum that pertains to OFS Fitel, LLC is the following:

#### **COMMUNICATIONS AND INFORMATION TECHNOLOGY**

##### **Communications:**

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities • Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables
- Installation, maintenance and repair technicians that establish, support or repair service as needed • Central office personnel to maintain and operate central office, data centers, and other network office facilities
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting
- Dispatchers involved with service repair and restoration

A functioning critical infrastructure is imperative as a response to the COVID-19 pandemic around the world.

Please accept this letter as proof of the necessity for this employee to perform the essential critical work necessary to maintain the global infrastructure.

Should you have any questions regarding the aforementioned, please contact me at (508) 873-8522.

A handwritten signature in black ink, appearing to read "Randy J. Morin".

Randy J. Morin  
Vice President – Global Fiber Operations



March 25, 2020

To Whom it May Concern:

The employee in possession of this letter is employed by Toyo Tire North America Manufacturing, Inc. or Toyo Tire Holdings of Americas, Inc. (collectively "**Toyo Tires**"), located in White, Georgia ("**Plant**"). Toyo Tires develops, manufactures, and distributes motor vehicle tires.

The employee is legally permitted to travel to and from his/her place of residence to the Plant for work for the following reasons:

1. Bartow County, where the plant is located, has not issued an order that prohibits operation of the Plant during the COVID-19 situation.
2. Toyo Tires is considered an essential business, and therefore permitted to operate, under the "shelter in place" or "stay at home" orders issued by the applicable Georgia counties and cities.
3. Toyo Tires is requiring its employees to stand or sit at least 6 feet apart while at work in compliance with Georgia Executive Order 03.23.20.01 and other similar orders issued by other Georgia counties and cities.

**Please allow this Toyo Tires employee to proceed to or from work at the Toyo Tires' plant.**

Please feel free to contact me should you have any questions.

Regards,

Adam Longino  
Director of Human Resources & General Affairs  
Office: 678-721-7210  
Mobile: 404-558-0984



March 26, 2020

To Whom It May Concern:

*The bearer of this letter is providing essential services to support Critical Food and Agriculture and/or Critical Manufacturing Sectors pursuant to the U.S. Department of Homeland Security CISA guidelines, including but not limited to the production of food, beverage and pharma packaging and the manufacture and distribution of forest products such as timber, paper and other wood products, in response to: **COVID-19 Declaration of National Emergency***

Our company provides critical labor needs for WestRock, a global manufacturer of paper and packaging products, headquartered in Georgia.

WestRock plays a critical part of the North American supply chain by meeting its customers' paper and packaging needs every day — **WestRock's products are used to package food, beverages, medicine, health and personal care supplies, cleaning products and other household necessities.** They ensure safe shipping and more.

WestRock's paper and packaging products and solutions are essential to enable customers to package their products and ship them to **grocery stores, pharmacies, convenient stores and other retail establishments.** Westrock also manufactures the necessary packaging used by food service customers. The products and services provided are essential to WestRock's customers, which are deemed to be essential businesses.

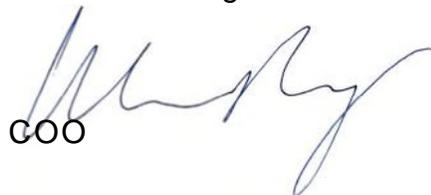
WestRock's facilities and associated supply chain in Cobb and surrounding counties in Georgia remain operational because **they support the essential critical infrastructure by performing essential manufacturing and transportation operations of paper and packaging products that are necessary to enable our customers to provide products to essential businesses.**

As a result, our employees are permitted to travel to and from work at WestRock notwithstanding any limitations on travel away from home.

We greatly appreciate your assistance in enabling our teammates to continue to help keep our supply chain working and America's store shelves full.

Should you have any questions, please contact us at 404-799-3551.

Action Electric Co., Inc.  
William Redding

  
COO



1000 Abernathy Street  
Atlanta, GA 30328

office: 770.448.2193  
www.westrock.com

March 23, 2020

### **WESTROCK'S CRITICAL SUPPLIERS**

Dear Critical Supplier:

You are receiving this letter because you have been identified as a critical supplier to WestRock. As you may know, certain infrastructure sectors and workers within them have been identified in Presidential Policy Directive 21 and by the federal Cybersecurity and Infrastructure Security Agency (CISA) as critical to the infrastructure of the United States, both generally and in response to the COVID-19 Declaration of National Emergency. WestRock qualifies as an essential infrastructure business because it produces paper and packaging products necessary for the continued operation of businesses within these designated infrastructure sectors, to include grocers, pharmacies, convenience stores, and retail food providers.

Continued operation of your facilities and the operation of the Paper and Packaging supply chain is critical to WestRock's operations. **Without your continued operation and support, WestRock cannot produce the products used to package food, beverages, health and personal care supplies and cleaning products and other household necessities.** Ongoing delivery of these products is vital for the economic security, public health and safety of the United States.

Some of your operations are being impacted or could be impacted by state or local rules intended to limit the spread of COVID-19 by imposing curfews or orders to shelter in place. This is leading to uncertainty and disruption across our supply chain. We ask that you and our other critical suppliers follow all CDC recommended protocols to help protect the health and safety of your employees while continuing support to WestRock's operations.

To the extent that a government agency has acted to close or restrict the operation of businesses in your area, we urge you to apply for an exemption and provide that agency with a copy of this letter to confirm the importance of your ability to continue supporting WestRock and our customers that have been designated as essential businesses. If there are other actions WestRock may take to support your efforts to continue operations in light of governmental action, please let us know.

We greatly appreciate your assistance in enabling our teammates to continue to help keep our supply chain working and America's store shelves full.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel P. McNally".

Daniel P. McNally  
Chief Procurement Officer



1000 Abernathy Road  
Bldg 400, Ste 125  
Atlanta, GA 30328

office: 770.448.2193  
www.westrock.com

March 25, 2020

To Whom It May Concern:

*The bearer of this letter is providing essential services to support the food, beverage, health, and personal care industries pursuant to the U.S. Department of Homeland Security CISA guidelines, enabling companies and associated supply chains to produce and ship their products to grocers, pharmacies, convenience stores and retail food providers in response to:*

### **COVID-19 Declaration of National Emergency**

WestRock is a global manufacturer of paper and packaging, headquartered in Atlanta, Georgia. We employ 50,000 team members across more than 300 manufacturing facilities, design centers, research labs and sales offices around the world.

WestRock plays a critical part of the North American supply chain by meeting our customers' paper and packaging needs every day — **our products are used to package food, beverages, health and personal care supplies, as well as cleaning products and other household necessities.** They ensure safe shipping and more.

Our paper and packaging products and solutions are essential to enable our customers to package their products and ship them to **grocery stores, pharmacies, convenience stores and other retail establishments.** We also manufacture the necessary packaging used by our food service customers. The products and services we provide are essential to our customers, which are deemed to be essential businesses.

Our facilities and associated supply chain in Cobb County, Georgia remain operational because **we support the essential critical infrastructure by performing essential manufacturing and transportation operations of paper and packaging products that are necessary to enable our customers to provide products to essential businesses.** As a result, our employees are permitted to travel to and from work notwithstanding limitations on travel away from home or origin of travel.

We greatly appreciate your assistance in enabling our teammates to continue to help keep our supply chain working and America's store shelves full.

WestRock has established a point of contact to address any questions or concerns related to this request and can be reached at [COVID-19Response@westrock.com](mailto:COVID-19Response@westrock.com).

A handwritten signature in blue ink that reads "Robert B. McIntosh".

Robert B. McIntosh  
EVP and General Counsel

A handwritten signature in black ink that reads "Vicki Lostetter".

Vicki Lostetter  
Chief Human Resource Officer