



Complete Filtration Resources, Inc.

www.gotocompletefiltration.com

March 9th, 2020

To Complete Filtration Resources Employee's and Business Partners,

As you may be well aware, the outbreak of coronavirus (COVID-19) is spreading worldwide. Some of the evident disruptions are in travel and limits of exportation and importation where the World Health Organization has advised. In the current environment, it is important for us to be smarter and more conscious. As a global company, we've been monitoring these major disruptions and will act accordingly.

Most importantly, the health and well-being of our employees and customers is our highest priority. We will continue to operate with caution and act appropriately to any uncertainty COVID-19 brings to our everyday lives. In such, Complete Filtration Resources has decided that no International travel is required and should be avoided until further notice. Additionally, all domestic travel will be on approval only, and only will be approved if other technology-based communication methods cannot be used effectively.

We ask that our office employees do what they can to help prevent the spread. Health officials recommend the importance of:

- Washing hands often with soap & warm water for at least 20 seconds, and upon arrival to the office.
- Avoiding touching your eyes, nose & mouth. Limit handshakes.
- Cleaning things that are frequently touched with provided cleaning sprays and wipes.
- Covering coughs & sneezes with a tissue or the inside of the elbow.
- Staying home when feeling sick.

The timely supply of goods to our customer will continue to be one of our top goals. To date, we are not expecting any significant delays to the products that we supply. As things are rapidly changing day to day, we are working closely with our supply chain to ensure that we are made aware of any disruptions. Should any delays be expected we will communicate these delays to you as soon as possible.

Don't hesitate to contact us to discuss any specific concerns.

Sincerely,

John Park
President