

VAN HORN, METZ, & CO., INC.

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March 23, 2020

Subject: Van Horn, Metz & Company Remains in Operation as Essential Business

Dear Valued Customer,

Pennsylvania Governor Tom Wolf recently issued a "stay at home" order for seven counties in the state, including regions around Philadelphia and Pittsburgh, effective March 23rd. Please be advised:

- Van Horn, Metz & Company has two facilities located in counties affected by the recent order.
- VHM's operations are considered Essential Business and will remain in operation, per the order.
- Definition of essential business can be found by following this link:

<https://www.cbia.com/resources/coronavirus/coronavirus-state-federal-updates/departments-homeland-security-essential-industries/>

Van Horn, Metz is conducting its activities in accordance with health and safety guidelines to prevent the spread of COVID-19 and place the wellness of our employees, their family, and greater society at the forefront.

Only essential employees are arriving to keep our main warehouse in Conshohocken, PA operating, and we have not had any issues shipping orders. As of today, we have not seen any disruptions in any of our satellite warehouses. Employees working in key departments are also being set up to work entirely from their home.

We will continue to closely monitor the situation and we will make any adjustments to our precautionary plan as necessary. We remain committed to providing the best possible service to you under these circumstances.

Thank you for your attention to this notification and for your business with Van Horn, Metz. We sincerely hope you and yours stay safe and healthy.

Best Regards,

A handwritten signature in black ink, appearing to read "Barrett C. Fisher".

Barrett C. Fisher
President & CEO
Van Horn, Metz & Company, Inc.