



METALCUTTING
CORPORATION

To Our Valued Customers,

March 24, 2020

Metal Cutting Corporation remains open and operating as we navigate the Coronavirus (COVID-19) pandemic together. Medical and Military industries that we serve have identified us as an Essential Critical Infrastructure manufacturing supplier and we are taking the following measures to meet these crucial expectations during this national emergency.

First, we are only useful if we can remain open, so workplace health and safety is our # 1 priority. We follow the Centers for Disease Control and Prevention (CDC) guidance and best practices, including increased cleaning and sanitizing of our workplace and specific touch points, and utilizing our large facility, arranging for social distancing during the performance of work and at break times. Following up to date EEOC/ADA guidance and approved procedures, we confidentially meet with employees to confirm their job-related health condition only as it pertains to the current COVID-19 pandemic and have protocols in place to manage exposure and symptoms if they were to occur. Travel is canceled, non-essential visits are not allowed, and we have a three part screening process for any outside technician visits deemed necessary.

Second, we are monitoring our supplier base on a constant rotating basis. We have heightened our scrutiny of our raw material suppliers to know their status and know as far in advance as possible about any foreseeable interruptions. Regarding common factory items, we are not hoarding but we are proactive to get on lists for next in line re-supply of all items that are well known to be in short supply. We realize now is not a time for just-in-time inventory practices.

Third, we are monitoring closely developments in local and regional government directives that could adversely affect us. We are aware that quarantine decisions can create the perception that areas of the country are closed. As of this writing, New Jersey E.O. 107 (March 21, 2020) establishes a broad exemption for all manufacturing to remain open and operating. However, we have proactively established with local authorities our critical component supplier status in the event essential manufacturers need to be identified to remain open during any subsequent executive order. We are in communication with all our common carriers and overseas brokers and forwarders to confirm and anticipate availabilities and schedules for cargo transportation.

We believe that the above actions will prevent or mitigate any impact on your supply chain that you have entrusted with us. This is the time for extra efforts through communicating with one another, working together, and planning well in advance to do the right thing, for our employees, our customers and our shared industry.

We hope you and yours stay safe and healthy. We will get through this.

Sincerely,

Joshua S. Jablons, Ph.D.
President