

DATE: **Monday, March 23, 2020**

FROM: **Jon Ansel, President**
D + S Distribution, Inc and Integrated Logistics Services, Inc,

USE: **Customer Correspondence – Essential Businesses and Operations**

RE: Business continuity during **DIRECTOR'S STAY AT HOME ORDER**

To whom it may concern:

This letter will confirm that D + S Distribution, Inc (“D+S”) and Integrated Logistics Services, Inc. (“ILS”) are both deemed **Essential Businesses and Operations** in accordance with the **DIRECTORS STAY AT HOME ORDER** (“ORDER”) published by the Department of Health effective March 23, 11:59 p.m. D+S and ILS meet the criteria described in Section 12 and Section 13 of the ORDER having met one or more of the following criteria:

Section 12 Essential Businesses and Operations

- (1) Provision of Mail, post, shipping, logistics, delivery and pickup services;
- (2) Supplies to work for home (warehousing);
- (3) Supplies for Essential Businesses and Operations (warehousing, transportation & logistics on behalf of other essential businesses);
- (4) Transportation (commercial transportation and logistics); and
- (5) Manufacture, distribution and supply chain for critical products and industries (including but not limited to pharmaceutical, food and beverage, steel and steel products, & national defense)

Section 13 Minimum Basic Operations (minimum necessary activities)

- (1) Maintain the value of the inventory for the businesses we serve;
- (2) Preserve the condition of each locations physical plant and equipment;
- (3) Security;
- (4) Process payroll and employee benefits and related functions; and
- (5) Facilitate work from home including all information technology services.

D+S and ILS have continued to take extraordinary measures necessary to (a) provide for the safety and well being of employees, guests, invitees and contractors; (b) ensure that we are prepared to maintain operations to the fullest extent possible for those businesses who continue to operate, and (c) be a responsible corporate citizen in our communities. Some additional steps taken are:

- (1) Maintain open lines of communication with employees, customers and suppliers.
- (2) Safeguarding to the extent possible all employees, customers and others who visit our physical locations.
- (3) Protect our customer's inventory and ensure business continuity to the fullest extent possible.
- (4) Stay in tune with CDC recommendations including increased sanitization, social distancing, work from home where possible and other related initiatives.
- (5) Have a custom flexible staffing plan that promotes safety and business continuity.

Our objectives remain to serve each stakeholder in a careful and responsible manner. Please connect with your primary D+S / ILS contact daily so that we have the best opportunity maintain operations in accordance with best practices.

Regards,

Jon Ansel, President
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