

601 Pheasant Ridge Drive, Watertown, SD 57201 605.884.0890 www.risingstarhyd.com

March 20, 2020

RE: COVID-19 Update

On behalf of everyone at Rising Star Hydraulics, our thoughts go out to all those impacted by the COVID-19 virus. We are closely monitoring the Coronavirus Disease 2019 outbreak. As the situation evolves, our priority remains the health, safety, and well-being of our employees, customers and supply partners. While we remain open and operational, we are taking appropriate measures to protect the health of our employees, customers, vendors and communities.

Currently, we do not foresee any interruptions in our production schedule. We will update this should there be any issues due to circumstances beyond our control.

RSH is implementing the following policies to assist in reducing the spread of COVID-19:

- We ask that all supplier/vendor visits are suspended until the pandemic dissipates.
- 4 All travel has been cancelled until further notice.
- We are using social distancing and sanitization processes.

We have taken safety measures to meet our customer's needs.

Production: will work normal hours or adjust to accommodate personal situations. **Shipping/Receiving:** will work normal hours. We ask drivers to utilize social distancing. **Purchasing/Customer Service:** work normal hours; no vendor visits without prior approval. **Sales:** will work regular office hours; no travel at this time.

We thank you for your patience and understanding as we navigate these uncertain times, and will work together to get through this uncharted situation.

Dan Gabriel, President