



923 N. Lenola Road, Moorestown, New Jersey 08057
Tel: 718-847-6321 • WWW.FASTDIM.COM • FAX: 718-847-8414

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To whom it may concern:

As we continue to monitor Coronavirus (COVID-19) developments closely, the only thing as important as the health and well-being of our employees are meeting our obligations to our customers.

As a critical partner to your business, we also understand that limiting any impact this health event could have on our products is imperative. We are focused on our preparedness efforts to maintain a safe work environment for our employees and to sustain our business operations. Safety and well-being are integral to our products and business processes.

As such, we have discussed and implemented our Business Continuity Plan, which includes:

- Providing our employees with information and best practices to avoid and prevent the spread of any illness
- Enhancing cleaning policies to minimize opportunities for transmission
- Limiting and/or eliminating onsite visitors/meetings
- Limiting all non-essential business travel
- Enabling potential work from home capabilities, when practical, and only if necessary

We will continue to monitor this fluid situation and make every effort to deliver uninterrupted services to our customers.

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