



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

Date: March 19, 2020
From: David Hinkle
To: Fastener Dimensions Inc. (FDI) Customers

Subject: Covid-19 Impact and Mitigation

Fastener Dimensions Inc. has received updated guidance from the State of New York, which includes new mandatory precautions to enact at our New York Facilities. These regulations require us to reduce our on-site staffing to 25% of normal. Therefore, FDI is taking immediate steps to implement that plan.

We are sure that this will affect our production and will undoubtable result in some delays. We will continue to make all efforts to limit these potential delivery issues. To achieve this we are implementing the following:

- Leads and quality teams will remain on-site and will process both incoming and outgoing shipments.
- We will divide our office personnel into 4 teams that will rotate to ensure continued on-site availability. The rest of our team will be operating offsite and will be accessible via remote access communications. They will be able to remain engaged and will respond to all requirements and needs.

FDI continues to promote the health and safety of our employees and their families. We will continue to monitor the advice from local, state, and national agencies, and we will update our policies and practices accordingly. Throughout this crisis, we remain committed to delivering the same level of high quality services and support to our customers.

Thank you for your patience and support throughout this unprecedented crisis.

Sincerely,

David Hinkle
President

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