



Borden & Remington Corp. 63 Water St. Fall River, MA 02721 508-675-0096

March 11, 2020

To our valued customers:

Borden & Remington Corp. has been monitoring the COVID-19 (Coronavirus) situation so that we can assess risks and proactively respond to developments. Of course, our number one focus is on the health, safety, and wellbeing of our staff and families and the supply of product to our customers.

With that top of mind, please note that we are taking several important and precautionary steps with our staff.

- We are not mandating office closures at this time; however, we are taking additional precautions.
- At our facility, we have asked our staff to be extra diligent about washing their hands and exercising the proper coughing & sneezing etiquette.
- For any staff member that is sick or experiencing symptoms, we have asked that they please seek medical attention immediately and do not come to work; we will do our best to provide coverage in this situation.
- For any staff member that may have been exposed to the virus, or has pre-existing medical conditions which put them at high risk, we have asked that they seek medical attention where needed and to not come to work.
- For any staff member that has sick family members at home, we have asked they refer to CDC guidance for [how to conduct a risk assessment](#) of their own potential exposure.
- For any staff member that feels more comfortable working from home, we are encouraging them to do so.



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- For any staff with children at home who have had school canceled, we are supporting them however possible (e.g., not coming to the office).
- While not especially relevant for our staff, we have mandated no business travel to any high-risk, Level 1-3 countries.
- For any staff member who may have traveled for personal reasons in recent weeks on a cruise or to any high-risk, Level 1-3 countries, we have asked them to please [follow CDC guidelines](#).
- Other domestic and international travel – no changes to any planned domestic travel, but we have asked our staff to exercise judgement, using the CDC, WHO, and State Department guidelines. As there are changes in these guidelines, we will update our policy as needed. For any international travel, we are dealing with that on a case by case basis.

SUPPLY OF PRODUCT TO OUR CUSTOMERS

- Borden & Remington Corp. is in close contact with our suppliers and continue to monitor any interruptions that may occur.
- At this time, we have experienced no interruptions in product supply. Should we receive information from suppliers indicating a possible supply shortage due to COVID-19, we will notify customers immediately.

We encourage everyone to read through the [CDC website](#) to learn more about the disease, how it spreads, symptoms, as well as prevention & treatment.

We will continue to monitor the situation and adjust the policy as needed based on new developments.

Sincerely,

Borden & Remington Corp.