



## **NORTHEAST FILTER & EQUIPMENT COMPANY**

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### **MEMORANDUM**

Date: March 24, 2020

Subject: Covid-19 Awareness Northeast Filter is Prepared

As we all meet the challenges presented by the Covid-19 Pandemic, Northeast Filter is complying with and responding to recent Federal and State Legislation, including the Ohio Department of Health's Stay at Home Order of March 22, 2020, which encourages "Essential Businesses and Operations" to stay open. We will continue to support and serve the Essential Businesses and Operations we serve- our partners and customers - during this pandemic outbreak.

Above all, our top priority is the health and safety of our employees, customers and business partners. In this regard, Northeast Filter has adopted its business practices to enable many of our employees to work effectively from home in an effort to contain the Covid-19 virus spread. We have also been complying with increased hygiene and safety guidelines, including Social Distancing Requirements, Frequent Hand Washing, and Regular Cleaning and Disinfection of our facilities, all in compliance with DOH's Order.

Northeast Filter will continue to do our part to preserve and protect the integrity of our business operations and will continue to provide our business partners with exceptional service, pricing and support as we have always strived to do.

We realize our filtration products are critical to our customers operations as we have been a major filtration supplier for over 35 years to industries such as: Energy, Power Generation, Food & Beverage, Shipping, Defense, Agriculture, Healthcare, any many other critically Essential Businesses. As always, we will continue with our standard business hours of service to support your needs going forward. Until further notice as stated in the Order, we will conduct as much business as possible remotely through e-mail and phone. We will continue to provide current updates through email and our website @ [www.nefilter.com](http://www.nefilter.com).

Thank you all for your trust and support.

Sincerely,

David A. Coates