

**March 23, 2020**

**Subject: Memo Regarding Business Continuity & Essential Operations in the event of a Shelter In Place Order**

Anderson Dahlen, Inc. is proactively planning for the possibility that the Governor of Minnesota will follow the example of the states that have recently issued state-wide shelter in place orders.

As you know Anderson Dahlen, Inc. manufactures critical components equipment used in the food processing, pharmaceutical production, and semiconductor manufacturing industries. We are also a distributor of products used in sanitary processes for food and pharmaceutical processing (pumps, valves, fittings, hoses, etc).

These industries have been designated by the federal government as critical and as such they and their supply chain partners would be exempt from any shut down order. That said, we have been advised that we would be required to only work on orders for companies that are deemed critical and essential. We would be required to reduce our work force to only those employees necessary to support those projects.

To date we have received notifications from about one third of our customers that their projects fit the requirements and are critical or essential. This letter is to inform you that we need to know if your projects would fall under the essential services and critical infrastructure Federal designation as soon as possible. If they are, please send us a letter indicating that fact so we can plan our staffing needs accordingly.

**Your prompt response letting us know either way would be greatly appreciated. Thank you.** *We have received many such notices and letters already, so if your company has sent one than please disregard this request.*

As always, we appreciate you as a valued customer and are working to assure ADI is able to maintain a steady workflow in order to support your business.

Sincerely,

**David J. Knoll**

**Chief Financial Officer**

**Anderson Dahlen, Inc.**