

ECP Incorporated
11210 Katherine's Crossing Suite 100
Woodridge, IL 60517
800.323.3521



To Our Valued Distributors, Agents, Suppliers and Customers

March 21, 2020

ECP Incorporated is abiding by the stay at home order issued by Governor Pritzker on March 20th by requiring all non-essential to the supply chain personnel to work from home. ECP has thoroughly reviewed the stay at home order and determined that we are an Essential Business and will remain open during the time of the shut down in order to continue to serve our distribution chain, which is vital to the continuing function of the infrastructure across the country. Sections of the Executive Order relevant to our operations are as follows:

- ... Section 9 Essential Infrastructure; We are a Distribution Center.
- ... Section 12 Essential Businesses and Operations:
 - o Section n. Supplies for Essential Businesses and Operations:
Reference: Section a.: We sell to convenience stores and we sell house cleaning products
- ... Section e.: We sell to Auto Repair and related facilities.
- ... Section t. Manufacture, distribution and supply chain for critical products and industries: ..."supplying essential products and services in and for industries such as pharmaceutical, technology, biotechnology, healthcare, chemicals...": We sell a wide range of products that fit within this definition, including, soaps, detergents, cleaners, deodorizers, disinfectants, hand sanitizers, hand cleaners, cleaning wipes, latex and nitrile disposable gloves, respirators, dust masks and more.

Our core customer base is the Automotive Dealership/Service Departments and the Supply Chain that serves them. President Trump, The U.S. Department of Homeland Security and the WATDA have all stated that this segment of the Infrastructure is considered Essential. We supply an abundance of items to this sector to keep their operations running, some of which include:

- ... Hand Sanitizers
- ... Cleaners/Detergents/Disinfectants
- ... Soaps
- ... Disposable Gloves
- ... Masks and Respirators
- ... Toilet Paper
- ... Paper Towels
- ... Janitorial Cleaners
- ... Laundry Detergents

The safety and well being of our Employees are of the utmost importance to us, so we have already made numerous adjustments to our Operations to keep them as safe as possible. We will abide by the Order by taking additional steps, having the remainder of our office staff work remotely, where possible. We have already had multiple staff members working remotely, but effective Monday we will have all our Customer Service, Claims, Accounting, Human Resources, Purchasing and IT departments work remotely. Only essential staff will be allowed to work in the office. In our Manufacturing/Packaging/Shipping and Receiving Departments we will continue to operate, but with the minimum amount of staff needed to keep the facility functioning. We will continue to practice all safety guidelines set forth by the CDC, including social distancing. In addition, we will further limit the contact between truck drivers entering the facility

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and our staff by having truck drivers remain in their trucks during loading or unloading and not verify piece counts on shipments. All other non-essential activity has been suspended for the term of the Executive Order.

Our goal is to keep our employees safe and to keep our operations functioning. We will do our best to continue providing the best possible service to you, our valued partners. We thank you for your understanding during this time and if you have any questions please contact your Sales Representative or your ECP Internal Contact.

Be safe and healthy,

Larry Bettendorf, President & CEO

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