



March 15, 2021

Re: COVID-19 Impact and Response

To All Kayaku Advanced Materials Customers:

As vaccines begin to be distributed in response to the COVID-19 pandemic, we here at Kayaku Advanced Materials, Inc. (KAM) remain committed to providing our products and services without interruption to our valued customers. The policies put in place at the start of the pandemic remain active and will do so until new guidance is given.

KAM is considered an "Essential Business" per Massachusetts and Federal guidelines. As such, we will remain open for business if tighter restrictions are reinstated by government agencies. We continue to operate at full capacity and all orders are proceeding as scheduled.

KAM is utilizing its Business Continuity plan which outlines our pandemic response. We will continue to monitor our supply chain, employees, and operations to ensure a continuity of supply for our customers.

KAM has instituted many new policies per guidelines provided by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and local Government agencies. These include but are not limited to:

- Increasing the cleaning and sanitation of our work environments.
- Adjusting employee's work schedules and utilizing remote work to ensure minimal social contact while maintaining production output.
- Replacing physical meetings with telephone conferences, video meetings, or written communication
- Restricting business travel and visitors to the facility
- Redesign of open office spaces
- Asking employees to practice social distancing in the office environment and in personal situations
- Advising employees to:
 - Be mindful of their personal health and hygiene, including the use of masks
 - Avoid any large social gatherings or high traffic areas
 - Stay home when sick and quarantine as recommended

As these events continue to evolve, KAM will promptly update our customers should any event arise which affects our ability to deliver product.

If you have any further questions, please contact your Sales or Customer Service Representative.

Regards,

A handwritten signature in black ink, appearing to read "Brian R. LaCroix".

Brian R. LaCroix
Director of Quality Assurance

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