



Dear valued partner,

July 1, 2020

We want to personally reassure you that CPI is closely monitoring the COVID-19 situation as it evolves. Recognizing the fluidity of the issue, we continue to be vigilant and evaluate information from the CDC, and health officials in the communities where we do business. We are committed to following recommendations these organizations provide, as the health and safety of our employees and customers is our number one priority. CPI has taken steps to educate and protect our employees and customers.

As with everything we do at CPI, we are guided by our core values of TEAM. Like you, we are deeply concerned, and we will do what we can to keep our communities and each other safe and healthy. We remain committed to serving as a trusted partner; now more than ever, we are all truly on the same TEAM. CPI is open for business and ready to serve our customers. Additionally, our people are taking extra precautions such as the following:

- CPI is requiring daily temperature checks of team members entering past our designated doors and in our building. All visitors must sign in and if working in our building wearing a mask and recording their temperature.
- CPI has made social distancing a priority while continuing to be productive for our customer's needs. This includes wearing a mask when social distancing is not possible.
- Using CDC guidelines and materials to provide Coronavirus awareness & prevention training for all our employees, on-site technicians, and in-house personnel.
- Hands are to be washed often throughout the day for at least 20 seconds and all workstations are to be sanitized at the beginning and at the end of every shift.
- Playtex gloves shall be used when handling gages using sanitary wipes often.
- CPI continues to do both on-site and in-house calibrations following all CDC guidelines.

CPI is committed to continuing to serve our customers with the high level of customer service you have always experienced.

Thank you very much to all our customers, vendors and all our stakeholders. Together as one TEAM, we will all get through these challenging times.

Sincerely,

A handwritten signature in cursive script that reads 'Steve Plymire'.

Steve Plymire
President

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