



**LEDUC
PACKAGING**



Applied Handling NW
Material Handling & Storage Systems

Part of the DACO Corporation Family

To Our Valued Customers & Partners,

As we find ourselves in these uncertain times, the safety and well-being of our customers and employees remains the number one priority for all of us at DACO. As the coronavirus continues to affect our local communities and the nation as a whole, we want to reach out to each of you personally to let you know what we are doing as a company to ensure the safety of our customers, employees, and community.

We are closely adhering to the guidelines from the Centers for Disease Control and Prevention, the World Health Organization, and our local government officials.

DACO Corporation, Applied Handling NW and LeDuc Packaging are considered essential businesses, as set out in Washington's Critical Infrastructure Workers document, and are therefore allowed to continue operating. We are however, taking the necessary measures to ensure we are operating safely, as well as minimizing the risk of exposure to our customers and each other. We will continue to accept Will Calls and deliveries, but our employees will be keeping a safe distance from our visitors. We will monitor the situation and react accordingly as things evolve.

Starting this week, we have greatly reduced the amount of staff that is actually working in our building, by having everyone that is able to work from home do so. Only essential staff remains, but they are staying a safe distance from each other and our visitors.

We have asked all remaining employees to take precautionary health measures, including frequent hand washing and social distancing in the workplace and at home. Hand sanitizer and gloves are available for everyone's use, including our visitors.

Workplace areas are being regularly cleaned and sanitized.

Employees are required to stay home if they are sick or have a fever.

All non-essential business travel has been cancelled, but as we all start to settle into our new temporary norm, our salespeople will continue to be available to assist you with your material handling, warehouse system and packaging needs. If you wish, we are happy to explore alternative ways to consult with you, such as web conferencing, so we can continue to work with you on new or existing projects. We plan to embrace these changes and meet these challenges head on, continuously learning every step of the way.

Thank you for being a part of the DACO family. Everyone here at DACO is committed to working hard to make it easy for you to continue conducting business, as safely and productively as possible.

At the end of the day, the most important thing is that you take care of yourselves and your loved ones. Together we will weather the storm and get through these challenging times. Be safe.

Sincerely,

Steve Duffield, President

Kevin Katona, CEO