



Dear Supplier Partner:

As you may or may not be aware, Governor Gretchen Whitmer of Michigan issued an Executive Order, effective March 24, 2020 through April 13, 2020, requiring that the residents and businesses of the State of Michigan to generally stay at home to help prevent the further spread of the coronavirus outbreak.

At L&L Products, the health and safety of our employees, as well as the health and safety of our supplier-partners is of the utmost importance. As such we have and will continue to implement the precautions recommended by the Centers for Disease Control and Prevention, as well as those outlined in Governor Whitmer's Executive Order for those employees who are required to continue to carry out critical functions of the business.

Much of our office staff will continue working from home, but for those who will be reporting in-person we have ramped up our sanitization efforts, are ensuring that employees maintain a safe distance, and have provided protective gear.

L&L Products has received confirmation from several of our customers which would indicate that their "operations are deemed critical essential infrastructure work", therefore so is the work of their suppliers. L&L produces service parts for both personal and commercial vehicles, as well as other products that are essential to a variety of customers who continue to support essential infrastructure work as it enables people to have transportation to get to the grocery store, to access health care, to obtain necessary personal mobility, and to have parts for vehicle repair.

Additionally, L&L's research and development teams continue to work on solutions for our customers remotely, as well as attempting to find ways for L&L to develop and produce critical items and supplies.

L&L will be responding to orders from our customers who are deemed exempt from various governmental orders, and the support of our supplier-partners is crucial to our ability to perform. It is incumbent upon all of us to attempt to support the infrastructure of our various states and country during this difficult time. We ask that you respond to EDI orders received from L&L in support of these customers, while complying with all relevant laws.

Employees who have to travel to a work site to perform these operations may require a letter confirming that they will be performing legally permissible work to support critical infrastructure, but L&L strongly encourages its suppliers to review its own governmental mandate to ensure that they comply with the legal requirements for their state/country.

As always, we appreciate our partners' continued support efforts, and together we will get through this.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Kleino", written in a cursive style.

Tom Kleino  
President

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