

Memo

DATE: March 10th, 2020
TO: All Employees
FROM: Patrick Powers
RE: Coronavirus Concerns

Please note and start notifying your customers that PowerSeal is suspending all non-critical business travel and events for at least the months of March and April. This includes all International and Domestic travel. Please use video conferencing with any customers rather than travel for the next couple of months.

This policy is effective immediately and will continue until the World Health Organization or Centers for Disease Control deem it appropriate to step back from pandemic precautionary measures.

Our goal is to reduce the risk that anyone at PowerSeal might contract or inadvertently spread the virus. It is important that we take these proactive steps to protect ourselves, our customers and others in order to minimize the spread of COVID-19.

There are enormous efforts underway to tackle this virus and we want to do what we can to help the success of these containment efforts.

Temporarily suspending travel is an immediate and important step. As always please take preventive measures to stay healthy. If you're not feeling well, please don't come to work. Wash your hands often with soap and water for at least 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer with at least 60% alcohol.

Make sure we all thank our customers for their patience and understanding during this unusual time.

Patrick F. Powers – President