



March 25, 2020

Dear Tubelite Employee:

We have evaluated Dallas County's AMENDED ORDER OF COUNTY JUDGE CLAY JENKINS - Stay Home Stay Safe (COVID-19) issued March 22, 2020 and numerous other local, state, and federal executive orders and related guidance issued in response to the COVID-19 Crisis and governing our sites of operation. Based on the order(s) governing our operations, Tubelite Inc. provides essential products and services for a number of critical infrastructure projects around the country including construction services and materials for hospitals, medical office buildings, government projects, and healthcare facilities. In order to continue these essential services, our employees supporting these services must continue reporting to work. We will keep our facilities open and continue to follow all CDC and other government-related guidelines regarding COVID-19 to make sure we are taking all available steps to keep our employees healthy and safe.

**You are designated as an employee of an Essential Business.**

Please keep this letter in your vehicle along with your valid company identification/badge. If you are stopped on the way to or from work, please provide this notice to law enforcement or the National Guard and explain that you are an employee of an Essential Business. If you are not allowed to proceed, please call the Employee Call-In line to notify us at 616-808-2505.

Thank you for your service during this unprecedented time.

Signed,

A handwritten signature in black ink, appearing to read "Steve Green", is written over a light blue horizontal line.

Steve Green, President, Tubelite Inc.