



March 20, 2020

To Our Valued Customers and Partners,

In response to the COVID-19 Coronavirus, on March 20, 2020, a New York State executive order mandated that 100% workforce of non-essential businesses must stay home. Since Seal & Design Inc. plays a critical role in the supply of materials and parts used in the global response to the COVID-19 outbreak for the energy & power generation industry, food and beverage processing, medical device industry, emergency vehicle lighting, oxygen concentrator machines and many others, we have an obligation to remain open and will be considered an essential manufacturer and distributor.

Our priority is first and foremost to protect the health and safety of our team & their families as well as our customers & supply partners. Our shop personnel who are working on-site are practicing safe social distancing and other precautionary measures consistent with guidelines established by the CDC and WHO. We are also reducing the density of shop personnel through multiple shifts and directing them to focus solely on supporting those businesses that have also been deemed “Essential”, as described by New York State Executive Order 202.6.

What else is Seal & Design doing?

- Our entire Sales, Engineering, Support and Administrative staff will be working remotely, and has the information & technology at hand to assist with whatever it is that you need
- Seal & Design has put in place a plantwide cleaning protocol where we are cleaning 4 times per shift
- Our Team will provide you with updates regarding your current orders in process and impact on your need by dates based on changes in the supply chain
- Seal & Design has suspended all travel to customer and supplier sites and restricted supplier and service provider visits to our facilities until further notice
- We are staying abreast of any and all emerging information to ensure we continue to adjust accordingly

How you to contact us?

- Customer service phone number: 716-759-2222
- To reach our inside or outside staff call their direct phone numbers which will be connected to them remotely
- Email address: info@sealanddesign.com

Again, we will continue to monitor and assess the situation and keep you up to date in a timely manner. As always, thank you for your continued support; we wish you all the best. Please be safe and stay healthy!

Regards,

Dean S. Penman
President

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