



**HOUGEN MANUFACTURING, INC.**

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To our valued Customers and Suppliers

We continue to monitor the unprecedented outbreak of the Coronavirus Disease (COVID- 19), and continue to adapt and take appropriate measures to ensure the health, well-being and safety of our employees as well as the continuity of production. We also continue to monitor various local and state authorities issue "Shelter in Place." "Stay at Home," quarantine or similar orders or mandates that restrict workforce and/or require business closures. These orders generally provide exceptions that allow "essential", "critical", and "life sustaining" businesses or similarly defined terms (hereafter, "essential business") to remain in operation. As a manufacturer of specialty machines and cutting tools to the Defense, Logistics, and Infrastructure Industries, we provide vital support necessary to keep Defense Projects, trucks, trains, and other means of transportation moving, many of whom are considered essential business. Based on definitions used in these orders, Hougen Mfg. verifies that it is an essential business, and we have received confirmation from many key customers and suppliers that we are essential and critical to their continuing production and their own status as an essential business exempted from these orders and mandates.

Accordingly, Hougen Mfg. confirms to its customers that it will continue to remain fully operational to support the needs of its customers. We confirm too that we have taken, and continue to take, measures to protect our workforce and ongoing production at each of our operations, including cleaning and sanitizing protocols, social distancing and other behavioral best practices.

Further, Hougen Mfg. confirms to its suppliers that they are each a sub-tier supplier in support of defense programs, logistical transportation, and/or other essential businesses. As such, we expect that each of our suppliers to justify their own standing as an essential business within our supply chain so they will continue production despite any forthcoming workforce or operating restrictions.

Thank you for your continued Support

Hougen Manufacturing