



YOUR VERTICALLY INTEGRATED CONTRACT METALS MANUFACTURER

N8145 Maple Street, Ixonia, WI 53036 | Main: (920) 261-4663 Fax: (920) 261-2888

March 24, 2020

Subject: Essential Critical Infrastructure Workforce – Response to COVID-19 Emergency

To whom it may concern:

State and local governments have issued and continue to issue new Coronavirus disease (COVID-19) pandemic emergency related executive orders and risk mitigation measures, such as “stay at home” or “shelter in place.”

The person in possession of this letter works for a supplier and as such, should be deemed a, ‘critical infrastructure industry employee’, is part of the ‘Critical Manufacturing Supply Chain’ supplying the Energy, Transportation and Agricultural industries. This individual must travel and engage in work activities regardless of the time of day, as an employee in a sector that has been deemed by the US Government as critical to the infrastructure of the United States and considered essential for the continued function of the economy in this time of crisis.

We request this individual be exempt from any local or state restrictions including curfews and or safer-at-home orders or other mobility restrictions when traveling to and from work. We ask that you allow this individual to continue performing their work duties in the interest of protecting public health.

The Cybersecurity & Infrastructure Agency (“CISA”) of the U.S. Department of Homeland Security issued, on March 19, 2020, “Guidance on the Essential Critical Infrastructure and National Resilience in COVID-19 Response” (the “CISA Guidance”). The CISA Guidance is available at https://www.cisa.gov/sites/default/files/publications/CISA_Guidance_on_the_Essential_Critical_Infrastructure_Workforce_508C_0.pdf. It promotes the ability of certain critical infrastructure sectors “to work during periods of community restriction, access management, social distancing, or closure orders/directives” as “crucial to community resilience and continuity of essential functions” (“Critical Infrastructure Sectors”). Many of K&S Manufacturing’s customers are participants in several of these sectors, including:

- Food and Agriculture
- Energy
- Transportation and Logistics

K&S Manufacturing is a participant in the Critical Manufacturing Sector. These operations support all of the aforementioned Critical Infrastructure Sectors and as such it is our intention to remain open and operational to support the Critical Manufacturing Sector

If you have any questions, please contact Patty Luebke, HR Manager at (920) 261-4676, or Jay Eschrich, President, (920)245-2088.

Best,

K&S Manufacturing Management Team