



**COPPERHEAD CHEMICAL COMPANY INC.**  
**ACTION AND RESPONSE PLAN**  
*relating to COVID-19*

March 25, 2020

Copperhead is closely monitoring developments surrounding the spread of COVID-19 and is following guidelines from the federal, state and local governments and relevant health authorities to minimize its impact on our employees as well as our business. However, Copperhead also has a special responsibility to continue operations during the pandemic response because our employees have been identified by the U.S. Department of Homeland Security, Cybersecurity & Infrastructure Security Agency as Essential Critical Infrastructure Workers. Our employees are needed to maintain the services and functions Americans depend on daily and that need to continue to operate to support essential activities during this time.

Copperhead's leadership is monitoring this rapidly evolving situation and is committed to keeping our valued customers informed. It is our intention to continue normal operations and work schedules where possible, appropriately modified to account for government and CDC guidelines and protective measures. At this time, we do not anticipate that there will be any interruption in our supply of product to our customers and we will make every effort to ensure that supply continues. We commit to providing updates as conditions change.

Following are some of the proactive measures that we have taken:

- We have ordered key raw materials and packaging materials in advance of our needs to ensure we have the products on hand to mitigate any potential issues with our suppliers. We are providing our suppliers of critical materials with advance notice of required delivery dates so they can meet our ongoing needs.
- Copperhead has implemented precautionary measures in our workplace in accordance with government and CDC guidelines to protect our employees and their work environment and to help minimize any potential exposure to or spread of the virus.
  - Employees who are sick or who have family members who may be sick are being asked to stay home until such time as they no longer exhibit symptoms. Along with other leaves already available to them, Copperhead has implemented a temporary paid leave policy to assist employees who may become ill during this time or must self-quarantine due to a sick family member.

- We have implemented increased environmental cleaning throughout our facility and encouraged the frequent washing of hands and respiratory etiquette to help minimize the spread of germs.
- We are providing secure remote access for those employees that can work from home to increase the physical distance between employees and to ensure continuity of service.
- We are asking all employees to practice Social Distancing (not less than 6 feet) to the extent possible, both inside and outside of the work environment to minimize contact with others. We are supporting this protocol by requiring employees to communicate as much as possible by email and teleconferencing rather than in group meetings.
- We have cancelled all group meetings and training sessions as well as non-essential business travel for the foreseeable future.

We assure you Copperhead is doing its best to balance its highest priorities of protecting and ensuring the health and safety of our employees with our commitments to our customers to supply critical materials.

Thank you all for your continued support as we face this situation together.

**COPPERHEAD CHEMICAL COMPANY INC.**



Catherine McPhail  
President and CEO