

3/12/2020

To Our Customers and Business Partners,

We have been following the coronavirus news in the U.S. as it has evolved, tracking the cases as they grew in various parts of the US including the Chicagoland region. We want to reassure you that as a company, we are handling this situation with the utmost sensitivity and importance.

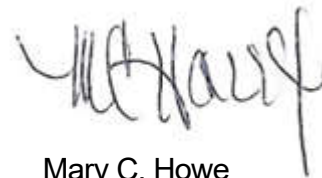
The health and safety of our employees has been and will continue to be paramount. We have instituted appropriate sanitation procedures within our facilities. In addition, we have restricted employee business air travel, non-essential contact, and contact between personnel and outside parties within our facilities. We have additionally developed “work from home” guidelines in the event any employee must be removed from our office space. We have extended our covered sick day policy to cover all coronavirus quarantine and days of illness, and upheld all recommended quarantine procedures.

In order to limit production interruptions, our policy is always to have equipment in intermediate stages of assembly including completed equipment for emergency orders. Howe has multiple vendors for essential components, where possible, and has sufficient stock of essential parts to meet our projected production schedule. We have also cross trained our personnel to meet production demands when employees are sick or absent.

Howe Corporation is working closely with our vendors to ensure our production demands are met and that they have instituted appropriate policies and planning considering the COVID-19 virus. Where necessary, we have increased stock of critical parts and components. It has been and is Howe policy to purchase products from a limited geographic area and US made goods to assure quality standards are met and access to components are not interrupted.

To assist Howe Corporation in ensuring the needs of our customers are met in a timely fashion, we request your assistance in assuring our production projections are correct. It would be helpful to know of any prospective orders for equipment to be placed in for shipment from Howe through the 3rd quarter of 2020. Advance notice of prospective demand will assist in making sure your needs for Howe equipment are met in a timely fashion.

Sincerely,



Mary C. Howe
Chairman