

March 21st, 2020

To our New Jersey Staff:

The Governor of New Jersey has issued a “Stay at Home” order for NJ residents effective immediately. The order allows for people to leave their homes under certain conditions, including work.

**The good news is that this order does NOT impact our operations at Trodat USA and we can continue working.**

In addition, we are operating under the belief that **Trodat USA is an essential business**. We have based this on the fact that we are supplying products being used throughout the critical infrastructure sectors as defined by the US Government.

Our customers are producing stamps for Military, Health and Pharmaceuticals, Financial, Legal and Food Services. Many of our customers have remained open in California and New York, two states that have already enacted these types of orders. Without our products—and in some cases we are the sole provider of these products—users on the front lines of this crisis cannot fully function.

Although we will continue to operate until we are explicitly told otherwise by local authorities, **YOUR HEALTH AND SAFETY IS OUR TOP PRIORITY**. Please continue to strictly follow proper health and safety protocols:

1. If you are sick—STAY HOME
2. Practice social distancing at all times—a minimum of 6 feet apart in the facility
3. Keep work stations and shared spaces clean and free from trash and dirt
4. Wash your hands frequently and use a tissue when you sneeze or cough

We are expecting an inevitable decrease in volume due to this crisis.

Warehouse Team please report to work as usual. Office Employees directed to work from home, please continue to follow the instructions given by your Manager.

If you have any questions please let me know.

Thank you.

Dave