



March 16, 2020

Here at DepotStar, Inc., the safety and wellness of our employees and customers are our top priority when it comes to the spread of the coronavirus disease (COVID-19), as well as the seasonal influenza virus. We want you to know that our goal is to continue serving you and your business with minimal disturbance, as well as limiting the spread of illness to our employees, customers, visitors and community. In order for us to continue operating safely and effectively, we have put some new practices into place. Our objective is to achieve this without putting any of our team members at risk, however, if our facility is compromised by the virus, we will work with each customer on a case by case basis to find a solution.

Current Practices at DepotStar, Inc.:

- All office personnel have been set up to work remotely to ensure all customers requests will always be fulfilled. Production cannot be accomplished remotely. Therefore, we are taking every precautionary step to ensure there are no disruptions. Should there be any kind of exposure, customer service will be in contact with our customers on our next steps.
- We are monitoring all information and activities from the Centers for Disease Control and Prevention along with federal, state and local agencies to help ensure the internal actions we're taking are in line with the latest CDC recommendations and guidance.
- Employees are prohibited from coming to work if they show any signs of illness. Employees should be symptom-free for at least 24 hours before returning to work.
- We encourage proper hand washing frequently with soap and water and have alcohol-based hand sanitizer stations around our facility.
- We are disinfecting frequently touched surfaces such as work stations, telephones, keyboards, and tools on a daily basis.
- Employees are asked to keep a safe distance from one another as much as possible.
- DepotStar, Inc. will be postponing all in-person business meetings for now per the Minnesota Department of Health and CDC recommendations. Meetings will be held via conference phone call or skype for the time being.

The health and safety of our employees and customers will remain our top priority. Thank you for supporting our company. For any further questions or concerns, please contact us at (763) 506-9990.

Best Wishes,

Mark Korin
President/CEO