



Official Statement Diamond Wipes International Action Plan in response to Coronavirus Disease (COVID-19)

To our valued partners,

We understand that you may have some concerns about the rapidly developing situation around COVID-19 and Diamond Wipes' operations.

First and foremost, I want to assure you that both our California and Ohio plants are in full operation. As we are a manufacturer of products that prevent the spread of this infection, we will be exempt from any "shelter in place" or "business lock down" procedures.

Below is a list of steps we have implemented since March 1st, 2020 to ensure a safe working environment for our employees and to keep operations running smoothly without interruption:

- Conducted company-wide Special Infection Prevention trainings to our employees in multiple languages to ensure everyone understands what COVID-19 is and how to prevent being infected.
- Increased the sanitation frequency in our facilities, especially in common areas such as in our restrooms and breakrooms.
- Created dividers and spaced out the seats in our breakroom area to prohibit the spread of germs.
- Implemented a "No Hand Shake" policy and strongly encourage visitors to sanitize their hands at entry.
- Distributed hand sanitizing solutions and antibacterial wipes to each employee, and will provide surgical face masks and gloves as needed.
- Enforced employees who are not feeling well to stay home. If the employee has a fever, they must get a medical release or self-quarantine for 14 days to ensure no other symptoms arise before they return to work.
- Eliminated travel for all employees and rescheduled unnecessary visits/audits to after June.

As long as all of our employees can stay healthy, we will continue to operate as usual and produce our high-quality products for you. As of right now, we do not foresee a major material or labor shortage. There may be some delays due to longer lead times on some raw materials as a result of the sudden demand spikes on sanitizing products. However, we will always do our very best to produce your products on time.

Thank you for your trust in Diamond Wipes International throughout the years. We look forward to continuing our partnership for many years to come. If you have further questions or concerns, please contact us directly.

Stay safe and healthy!

Jessica Lum
President & COO
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