



TOSS Machine Components, Inc.
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March 20, 2020

Dear Valued Customers,

Toss Machine Components Inc., operating in the Commonwealth of Pennsylvania, is a supplier of heat sealing controls and consumable components employed in all types of packaging equipment. Much of this equipment is used by companies throughout the medical, pharmaceutical, biotech and healthcare industries. We view our controls and consumable products as a critical link in the supply chain for our customers who are actively fighting to combat the spread of the coronavirus (COVID-19).

Toss products are also employed in packaging equipment used by the food and paper products industries. As US grocery store shelves continue to be depleted, our customers throughout these industries are working hard to fill the basic needs of all US citizens. We believe our support for these industries is also extremely critical.

Toss's Business Activity is recognized by the State of Pennsylvania as "Professional and Commercial Equipment and Supplies Merchant Wholesalers" and as such, may continue physical operations under The Governor's Order. The Toss Company, along with all of our employees, will remain committed to providing timely deliveries of all products needed by our customers as our entire country works towards combating the coronavirus disease.

While we remain open, the health and safety of our employees is of utmost importance to us. Please be assured that we are closely monitoring developments and implementing multiple safety precautions within our company to ensure that we are doing everything possible to mitigate this risk.

In accordance with CDC guidance, Toss is asking employees to:

- Suspend non-critical travel
- Wash hands frequently with soap and water or hand sanitizer
- Avoid touching their face
- Practice cough etiquette
- Practice social distancing
- If feeling sick, seek appropriate medical care and stay home to avoid infecting others

We will continue monitoring this rapidly changing situation and make all the necessary changes to protect you and our employees.

Thank you, again, for your continued business!

Sincerely,

Helmtrud Young
President

Jeffrey S. Quinto
Vice President