



March 23, 2020

To Local Government Authorities and / or National Guard:

This letter is provided as authorization for St Paul Corrugating Co (“SPC”) Emergency Response Team (the “Team”) to have access to facilities throughout this emergency. SPC requests that the Team be allowed to continue manufacturing operations, travel to and enter SPC property to continue to support the needs of your community.

To support the community during this time of emergency, we are operating under a plan to maintain normal operations to meet the essential needs of customers. As part of this plan, we place Team members on standby and request them to travel to SPC facilities, supply chain facilities and vendor facilities as safely as possible. SPC has been deemed life-sustaining or essential and allowed to continue to operate. Our goal is to keep SPC open for business to service our customers with essential material – e.g., Basement Egress Systems also know as emergency escape egress window – and fulfill our mission as good corporate citizens.

The Team comprises:

- SPC associates – including but not limited to Production and administrative professionals, and other associates who are critical in manufacturing operations; and
- SPC’s vendors – those who are critical assets to assist in maintaining SPC’s business.

Team members, if requested, will provide a valid form of identification demonstrating they are working for SPC or supply chain partner.

If you have questions or need to verify this letter, please contact me at 763-788-9271.

Sincerely,
Hugh Burhans
President
St Paul Corrugating Co