

March 20th 2020

To our Elk Grove Village Staff:

We understand that Illinois has issued an order for “Shelter in Place” to restrict the movement of people in the state. This law orders the closing of all “non-essential” businesses throughout the state.

Currently, 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 business as usual 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 office
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.

If you have any questions please let me know.

@EG Managers – Please let your Teams know to report to work as usual.

Thank you!

Dave