



**J. Andrew Schwegel**  
VP -International &Industrial/Commercial

**Appleton Grp LLC**  
9377 W. Higgins Road  
Rosemont, IL USA 60018

T (847) 268-6484  
F (847) 268-6001  
E [andy.schwegel@emerson.com](mailto:andy.schwegel@emerson.com)

Dear Channel Partner,

As COVID-19 continues to impact the global community, Appleton is proactively implementing actions around the globe to ensure the safety of our employees, channel partners, customers, and vendors while at the same time managing business continuity.

We have activated COVID-19 management teams at each of our facilities around the globe to coordinate infection prevention measures and ensure continuity of operations in full compliance with guidance provided by Emerson, local governments, and regulatory authorities. To reduce the chances of contamination and in support of social distancing, we have implemented travel restrictions, work from home procedures, employee and visitor screening, alternating work schedules, increased cleaning and disinfecting within our facilities and most importantly training of all employees on best practices to follow.

Today thanks to the implementation of business continuity plans in our manufacturing and operations locations, we continue to serve you with minimal impact on your business. However, this could change in the coming weeks as events evolve. Strengthened governmental actions to limit the outbreak are necessary but add additional hurdles. For instance, logistics is becoming increasingly challenging across many parts of the world.

Over the last two weeks we have transitioned our global customer service teams to work from home allowing our employees to serve you in the safest environment. As you too are probably experiencing, call and email volume has been high, and I thank you for your patience.

I expect that we will be navigating challenging times over the next several months and our thoughts go out to everyone affected by this crisis. As things change, we will update you on any new information.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Andrew Schwegel", written in a cursive style.

VP – International & Industrial/Commercial

sg:jas