



## NICHOLS PORTLAND

Nichols Portland LLC  
2400 Congress Street  
Portland, ME 04102  
207-774-6121

March 23, 2020

RE: COVID-19 Virus Update

Dear Valued Customer,

Nichols Portland is monitoring the developments surrounding the COVID-19 (Coronavirus) pandemic and stays focused on providing a safe location for our employees and supporting our partners. We are in contact with the Centers for Disease Control and Prevention (CDC) for continued guidance through this unprecedented time. Nichols Portland continues its vigilant support for the safety of our community, employees, and partners. We are committed to enhance the precautionary measures communicated last week to include additional suggestions from the CDC and other health agencies to protect those depending on Nichols Portland.

It is important that we communicate our current conditions, so that our valued partners know what to expect. **Nichols Portland continues to operate at normal levels.** The reactions through-out the world to the COVID-19 pandemic are unprecedented. As we witness multiple states within the US issue a "shelter in place" executive order for all nonessential businesses, it is important we share that Maine's Governor has not issued this order. In the event this is ordered, we want to assure you that Nichols Portland will continue forward as we support multiple markets that would classify us as an essential business. This will continue for the foreseeable future as our employees' safety and the markets we supply can support.

We do not foresee any change when it comes to our supplies, but we continue to secure this position. In the case this changes, we will notify you immediately though we are in a position that we would not feel any effects for at least 60 days. We are confident that our company continues to be a safe environment for our employees, and we remain open for business.

As always, we appreciate your business and support. If you have any further questions, feel free to contact us or your representatives directly.

Best Regards,

Thomas Houck  
President CEO

Stephen Madill  
VP, Sales & Marketing

Jennifer Yahia  
HR Manager