

Dear Valued Customer/Supplier,

You are undoubtedly receiving numerous messages from numerous business partners regarding the Covid-19 pandemic. I will try to make this one brief. As of Friday, March 13, Guttenberg Industries revised our attendance policy, which is strongly encouraging any employee who develops new symptoms of any respiratory infection to stay home while they evaluate the illness. Any employee experiencing fever is required to stay away from work and is strongly encouraged to seek medical advice from their physician. Any employee diagnosed with Covid-19 or who has any member of their household with Covid-19 is required to stay away until cleared by medical professionals.

We are providing multiple sources of income to help alleviate the financial burden of missing work. At times like this, we must consider safety over convenience. News reports over the weekend indicate a bi-partisan bill has passed the US House of Representatives and has support of the White House, and will likely become law in the coming days. This law is expected to require employers to provide even more compensation to employees who are forced to miss work in order to care for family members who might become sick or children kept home because schools and daycare providers are closing.

The primary way all of this might impact your orders with Guttenberg Industries is through the risk of temporary labor shortages if unfavorable scenarios become reality.

-) While we are making efforts to hire additional staff in order to offset a potential increased absences, our ability to accurately estimate the timing and severity of such issues is uncertain, and our ability to hire and train staff quickly enough to prevent late orders is also uncertain.
-) As a result, the potential exists that due dates will slip in coming weeks and months. These are unprecedented times.
-) If production does become impacted, we plan to continue to prioritize all orders according to customer due dates, attempting to minimize disruption to any customer who might be impacted.
-) We will make every effort to minimize such impacts, and keep our efforts transparent to you.

A secondary source of potential impact comes through our supply chain.

-) We are in frequent communication with suppliers and we are currently not aware of any expected disruptions in material availability, but of course this is subject to change.
-) We do maintain buffer inventories of many common materials, which will help mitigate some risks as well.
-) Like above, if we become aware of material shortages that are expected to impact specific orders, we will inform affected customers with as much advanced notice as possible.

We understand that your business too has deadlines and pressures, and that you are struggling with similar concerns of your own. We ask for your patience as we all try to navigate these unusual circumstances together. We will make every effort to keep you informed of any specific orders at risk due to labor or material shortages associated with Covid-19.

Dave Kreul

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