

HORIBA

Automotive Test Systems

HORIBA INSTRUMENTS INCORPORATED

Ann Arbor Facility: 5900 Hines Dr., Ann Arbor, MI 48108

Ph: 800-346-7422 / 734-213-6555

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3/26/20

COMPLETE AUTOMATION

1776 D W. CLARKSTON ROAD

LAKE ORION, MI. 48362

Dear Valued Supplier:

As you are aware, U.S. state and local officials are issuing state of emergency orders and directives requiring many people to generally stay at home for at least the next few weeks as we all take measures to fight the ongoing spread of novel coronavirus (COVID-19).

During the Executive Order (2020-21) put in place by Governor of Michigan, Gretchen Whitmer, effective 12:01am March 24, 2020, HORIBA Instruments Incorporated, Automotive Test Systems operations have been designated as an essential supplier to critical infrastructure workers.

In order to ensure HORIBA Instruments Incorporated, Automotive Test Systems can meet its obligations as a critical essential infrastructure supplier without disruption we are dependent on the support of **Complete Automation** as a designated essential supplier to enable, support or facilitate the work of our critical infrastructure workers.

Importantly, our Suppliers to these essential services and operations are themselves treated as critical infrastructure, and are permitted to operate.

Sincerely:



Darren Andrews

Executive Vice President & General Manager

HORIBA Instruments Incorporated

Tel: 734-213-6555 ext. 3832

April 6, 2020

Complete Companies
1776 W. Clarkston Rd.
Lake Orion, MI 48362
Lisa Corbin

Ref: PO 17155 Essential Order

Dear Lisa:

As per my email to you on April 3, 2020 the pigging system order on Inline Services LLC PO 17155 is for an essential business. As per our customer response to our email to them on your question they wrote:

“Yes, we are very Essential. We make Purell, that’s why I have been trying to get the parts in here so quick. We don’t want to go down.”

Please proceed with the order as requested and do what you can to get them out as close to May 1 as you can.

Sincerely

Harvey Diehl

23-March-2020

Dear Poclain Partner,

The COVID-19 situation has placed us in unprecedented times. We want to assure you that Poclain strives to balance continuity and service to our customers with our civic compliance and care for our employees.

Recently, State governments have issued 'stay at home' orders or guidance. We have determined that we are exempt from these limitations as we support the food, agriculture, transportation and energy sectors which are designated as [essential critical infrastructure workers](#) by the Department of Homeland Security. Poclain Hydraulics continues to operate in the face of COVID-19 because our business, as designated by the President of the United States and the United States Department of Homeland Security, is essential to ensuring community and national resilience and wellbeing. Keeping farmers and those involved in infrastructure and energy production up and running with machinery, maintenance and parts are essential to food production and our ability to support critical infrastructure needs across the nation.

Many of our employees have already been working remotely to isolate and slow the spread of the COVID-19 virus to protect our plant and maintain the continuity of business. As for the production operations at our facility, we are balancing the health and protection of our factory personnel while continuing to produce product that keep our customers supplied and running. Rest assured the well being of our employees is of utmost importance and all necessary preventative actions are enacted accordingly.

As our business is deemed essential to the food, agriculture, transportation and energy sectors, we believe that same designation applies to our extended supply chain. If you do not consider yourself in this same category we request you contact your Poclain buyer as soon as possible. Otherwise, we appreciate your continued support and feedback to your buyer on status of open orders.

If you have questions please do not hesitate to reach out to me.

Respectfully,

Russ DeVilbiss
Supply Chain Manager
+1 262 898 3422

POCLAIN HYDRAULICS INC.

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A Poclain Hydraulics Group company



March 31, 2020

Re: Ongoing US Operations

Dear Mr. McNeilly,

Please note that Tesla Inc. continues only its most critical operations in the United States under applicable state orders and federal guidance. Tesla's ongoing, scaled back operations fall within the following Critical Infrastructure Sectors as defined by the Department of Homeland Security: "vehicle manufacturing," "electric motor manufacturing," and the "energy sector."¹ DHS specifically recognized that these areas are "more than 80 percent... owned by the private sector" and "uniquely critical" as they provide an "enabling function" across all critical infrastructure sectors.² Accordingly, we believe that employees of Tesla and its suppliers may continue their work in only the most critical areas and with the public health precautions including the CDC guidelines on social distancing.

In California, our operations also fall within the purview of Critical Infrastructure, as that term is referenced in Governor Newsom's March 19, 2020 Executive Order (N-33-20). The Governor expressly adopted this exemption in N-33-20, which makes clear that all businesses involved in the nation's critical infrastructure sectors must be allowed to operate.³ N-33-20 specifically provides:

Individuals may leave their home "...as needed to maintain continuity of operations of the federal critical infrastructure sectors, as outlined at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>.

The federal government has identified 16 critical infrastructure sectors whose assets, systems, and network, whether physical or virtual, are considered so vital to the United States that their incapacitation or destruction would have a debilitating effect on security, economic security, public health or safety, or any combination thereof....Californians working in these 16 critical infrastructure sectors may continue their work because of the importance of these sectors to Californians' health and well-being."

Accordingly, we believe that employees of Tesla and its suppliers may also continue their work under applicable state orders and the public health precautions including the CDC guidelines on social distancing.

Please let us know if you would like to discuss further, including if you have any questions about our continuing operations or if you interpret the applicable state orders and federal guidance differently. We will also be sharing with your team the enhanced safety and public health measures we have instituted at Tesla facilities throughout the United States. We have scaled back production to only the most critical operations as defined by federal and state authorities, and we remain able and willing to continue our business relationship with you during this time under the foregoing restrictions.

¹ <https://www.cisa.gov/critical-infrastructure-sectors>; see Presidential Policy Directive/PPD-21

² <https://www.cisa.gov/energy-sector>

³ <https://covid19.ca.gov/img/Executive-Order-N-33-20.pdf>



This letter does not modify any of the terms and conditions governing our business relationship, nor does it constitute legal advice by Tesla.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'R' followed by a horizontal line and a small flourish.

Rohan Patel
Senior Global Director
Policy and Business Development
Tesla, Inc.

Mazda Toyota Manufacturing, U.S.A.

March 26, 2020

Dear Supplier:

As you are aware, throughout the country, the federal, state and local governments are recommending or requiring measures to help stem the COVID-19 pandemic. Mazda Toyota Manufacturing (MTM) is doing its part, by directing team members and business partners who can work at home to do so and practicing social distancing and other recommended mitigation strategies where workers need to be on-site. We've also temporarily suspended production at our manufacturing facilities to conduct a thorough cleaning of the facilities to help promote the health and safety of our team members.

Under guidance issued by the Department of Homeland Security's (DHS's) Cybersecurity & Infrastructure Security Agency ("CISA"), Mazda Toyota Manufacturing qualifies as a critical infrastructure company. Quite simply, our work helps people have reliable personal transportation to conduct the essential daily activities of their lives, including going to work if they need to work on-site (e.g., at medical facilities, grocery stores, etc.), or to leave their residence for health and safety reasons, for necessary food and other supplies/services or to take care of others, etc.

CISA's guidance tells us: "If you work in a critical infrastructure industry, as defined by the Department of Homeland Security . . . you have a special responsibility to maintain your normal work schedule." And, we can't do our work without you – because you are a critical part of our supply chain, your work is equally critical.

We will be in contact with you to discuss planned work levels in light of anticipated decline in market demand related to the economic impact of the pandemic. In the meantime, please be sure to work closely with your Mazda Toyota Manufacturing team regarding potential impacts to your operations in these evolving times.

We have every confidence we'll get through these challenging times together and are here to support you in our efforts to ensure those that most need it have access to reliable transportation.

Thank you,



Jamie Todd
General Manager
Toyota Purchasing Supplier Development
Agent of Mazda Toyota Manufacturing

April 16, 2020

Mark Harris
Complete Automation
1776 Clarkston Road
Lake Orion, MI 48362

RE: Essential Business Manufacturing

Dear Mark:

I understand that Michigan Governor Gretchen Whitmer issued Executive Order No. 2020-21 ordering statewide "Stay-At-Home" provisions between March 24, 2020 through April 30, 2020. It is also my understanding that Warfield Brewing Company, LLC's equipment manufacturing has been halted. In an effort to ensure that Warfield Brewing Company, LLC ("Warfield") can continue to operate as an essential business, I ask that Complete Automation restart manufacturing of Warfield's equipment.

Under Director Christopher C. Krebs's letter dated March 28, 2020 and titled, "Memorandum on Identification of Essential Critical Infrastructure Workers During Covid-19 Response," the Director states that certain critical manufacturing is considered essential. In particular, it states the following employees are considered essential:

Workers necessary for the manufacturing of metals (including steel and aluminum), industrial minerals, semiconductors, materials and products needed for medical supply chains, and for supply chains associated with transportation, energy, communications, information technology, food and agriculture, chemical manufacturing, nuclear facilities, wood products, commodities used as fuel for power generation facilities, the operation of dams, water and wastewater treatment, processing and reprocessing of solid waste, emergency services, and the defense industrial base. Additionally, workers needed to maintain the continuity of these manufacturing functions and associated supply chains, and workers necessary to maintain a manufacturing operation in warm standby.

In this situation, Warfield is an essential manufacturer of food products. Without Complete Automation's continued work on Warfield's tanks, Warfield will not be able to meet future demand for its food products. Therefore, Warfield asserts and requests that Complete Automation may and should continue manufacturing Warfield's brewing tanks as well as any other items incidental to Warfield's food production including production by any third-party vendor. Nevertheless, we believe Complete Automation is in the best position to keep its employees safe during this pandemic crisis; therefore, Warfield gives complete and sole authority to Complete Automation

to determine when and how to bring employees back to work in a safe and efficient manner to complete the tasks outlined in this letter.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Alexander R. Buck', with a long horizontal flourish extending to the right.

Alexander R. Buck
Managing Member
Warfield Brewing Company, LLC