



**EAST COAST OPERATIONS**

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**NOTICE REGARDING ONGOING OPERATIONS AND SHELTER-IN-PLACE**

March 20, 2020

IKO would like to provide the following important update regarding our operations as related to COVID-19.

First, the safety, health and well-being of our employees and community is our number one priority. IKO International fully understands and appreciates the shelter in place orders being issued across the country and fully intends to abide by all applicable regulations, guidance and rules. This applies to all US locations in anticipation of orders yet to be issued.

Based on known definitions such as Paragraph 10(f) of the SFO OrderC19-07, IKO International is defined as an "essential business" supplying components, specifically bearings, necessary for other businesses to operate. i.e. medical device manufacturers, healthcare products and essential household products. Therefore, under this definition, IKO International would be considered an "essential business" and would be exempt from the business and travel restrictions outlined in the shelter in place orders.

Since essential businesses "are strongly encouraged to remain open", IKO will do so at all locations using the minimum number of personnel possible. We will operate with a rotating crew, varying slightly from location to location.

To the greatest extent possible, IKO International will also comply with Social Distancing Requirements as well as CDC recommendations. This includes maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible, or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.

These are challenging times and we will do our best to keep you informed of any changes and provide updates as needed. In the meantime, should you have any questions or comments, please do not hesitate to contact Karl J. Wickenheisser, Vice President Marketing and Sales at 973-349-2441 or [kwick@ikonet.co.jp](mailto:kwick@ikonet.co.jp).

We appreciate your understanding and cooperation. Please know IKO is committed to serving our customers through this difficult time.

Sincerely,

Kenji Takamiya  
President, IKO International, Inc.