



# HINES INDUSTRIES, INC.

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Wednesday, March 25, 2020

To our valued Customers and Suppliers:

The State of Michigan has issued an order to “Stay at home”, and other states and localities are implementing “lock down,” "stay at home," or "shelter in place" orders for citizens and temporary closures of "non-essential" businesses and services to combat the spread of Coronavirus Disease 2019 (COVID-19).

Hines Industries is an essential supplier to customers in the Defense Industrial Base Sector, Medical Sector, Food & Agriculture Sector and Transportation Systems Sector. These sectors have been identified by **the Department of Homeland Security as Critical Infrastructure Sectors**. Therefore, Hines will keep its doors open to serve our customers who are essential to national security and defense, and/or the transportation, medical or food supply chains.

Hines Industries will:

1. Provide customer service and field service to our customers, and
2. Designate employees to report to work in order to assure timely delivery of machines and spare parts to our customers.

Hines Industries is also taking the following measures:

- **Screening Questionnaire.** Employees necessary to provide critical, time sensitive repairs at customer locations are required to complete a screening questionnaire.
- **Social Distancing.** Employees reporting to work must practice **social distancing**, which means taking steps to maintain a **distance of six feet** from others when possible.

Please feel free to contact us directly for any questions related to our continuing operations and travel by our Service Technicians to customer plants.

Dawn Hines  
CEO