



March 18, 2020

To Valued Customer, Supplier and Business Partner,

SteelSummit Holdings and its group companies Magic Steel and Summit Global Trading greatly value the safety, health and well-being of our employees, customers, suppliers and communities. As many of you are doing, we are closely monitoring the developments of the Coronavirus/COVID 19 on a local, national and global basis.

SteelSummit Holdings is following the CDC and State Health Department recommendations as the situation develops. As part of these efforts, we are taking the following steps.

- Restricting all business Air Travel
- Restricting all automotive travel by our employees to business critical only
- Limiting visitations to our facilities and screening visitors
- Promoting Social Distance best practices within our company
- Limiting internal meetings to a maximum of 10 people
- Encouraging the use of Virtual Meeting technologies
- Implementing Remote-Work practices
- Implementing plant and office cleaning/sanitizing best practices
- Evaluating and strengthening our disaster recovery and business continuity plans

The current situation is unprecedented and evolving daily. At the present time, we do not anticipate any interruption in service. However, we will continue to monitor the events on a daily basis and advise of any changes that could potentially impact service. We will post this communication and all other Coronavirus/COVID 19 related information on our company websites ([www.steelsummit.com](http://www.steelsummit.com) & [www.magicsteel.com](http://www.magicsteel.com)).

We greatly value our relationship and are committed to making our best efforts to ensure the safety and well-being of our employees, customers, suppliers and communities that we work and live.

*Todd Rollins*

Todd Rollins  
President & CEO  
SteelSummit Holdings, Inc.