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To: Our Valued Partners in Canada and USA:

In the spirit of keeping you updated on the latest developments related to COVID-19 and its potential impact on Dixie-Electric operations, we would like to share with you the following information.

Dixie-Electric Ltd.'s headquarters fall under the Jurisdiction of the Province of Ontario. Pursuant to Premier Ford's directive, the province of Ontario is mandating all non-essential businesses to temporarily close. During this unprecedented time, it is essential that the automotive, industrial and heavy-duty supply chain remain functional and have been declared an essential service. Dixie-Electric's head office and manufacturing will continue to operate and follow existing COVID-19 guidelines communicated by management. Dixie's USA operations will also continue to operate.

### **Regarding the other Dixie Facilities:**

**Montreal** - We have been notified that our Montreal location is being forced to close due to the landlord's decision to close the facility. Our warehouse manager will coordinate orders and we will ship product from our Concord or Moncton, Canada locations.

**Calgary, Alberta** – As a precautionary measure we are proactively closing our Calgary branch. To ensure delivery of products into the Calgary market, we will continue to ship from Edmonton, Vancouver, Winnipeg, and or Concord. Our warehouse manager will be available to help coordinate orders and shipping point.

**All other warehouses** - Currently all other branch operations are open for business in the United States and Canada.

As this pandemic evolves, we will continuously evaluate our systems, procedures and processes to maintain a safe and healthy operating environment. Please be assured, we will continue to provide ongoing updates.

Niall Davidson  
Vice President of Sales  
Dixie-Electric

