



**AcmeFanGroup.com**

Acme Engineering & Manufacturing Corporation  
1820 North York Street  
Muskogee, OK 74403

March 25, 2020.

Re: Coronavirus COVID-19  
Continued Operations at Acme Engineering  
Oklahoma Governor's March 24<sup>th</sup> "Safer At Home" Executive Order

We want you to know that as a manufacturer of fans, blowers and ventilation equipment and based on the essential critical infrastructure industries that we serve, Acme Engineering will be continuing our operations.

Ventilation and ventilation control is a critical component of air quality. And we appreciate the support of our efforts to continue operations by the City of Muskogee and the State of Oklahoma.

As previously shared, we have taken steps to prepare for and reduce the potential impact of the Coronavirus (COVID-19) outbreak for our employees and our workplace.

We have provided CDC based guidance to all of our employees on steps they can take to help maintain a safe work environment. And we continue to stay up-to-date on CDC updates and guidance to help protect our employees and the community.

We do have employees that are now working remotely and have taken steps to ensure as smooth a transition as possible. Email is the best way to ensure we receive your communication. And I would encourage you to confirm receipt for critical messages.

We hope that you and your families, businesses and communities remain healthy and safe.

Thank you for your support and for your continued business.

**Doug Yamashita**

EVP Sales and Marketing

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