



To: 3M Authorized Distributors in the US
Subject: 3M Product Availability Update re: 2019 Novel Coronavirus
Date: January 23, 2020

Dear Valued Distributor,

3M is seeing an increased demand for respiratory protection products following the outbreak of a newly identified coronavirus (2019 novel Coronavirus, 2019-nCoV). 3M is a leader in personal protective equipment for public health and healthcare professionals and individuals. In response, 3M is increasing respirator production to help meet demand, and working with distributors to help ensure they have inventory to meet end-user demand. 3M is committed to supporting the public health and governmental response to the Coronavirus while maintaining supply to existing customers.

As of the date of this letter, the World Health Organization (WHO) has recommended that healthcare workers who might be exposed to patients suspected to be infected with the Coronavirus wear personal protective equipment, including respirators, in certain situations. The U.S. Centers for Disease Control and Prevention (CDC) has recommended that potentially exposed healthcare workers follow standard, contact, and airborne precautions and use eye protection (goggles or face shield).

To help assure product availability to our established customers through their regular purchasing channels, 3M has implemented special controls on our order fulfillment system for the respirators that are in highest demand. These controls manage order fulfillment based on recent purchase history and are intended to help promote broad product availability across all of our 3M distribution channels. Large orders are likely to require additional time for fulfillment due to increased global demand. Please be advised that orders of significant size will continue to be monitored, prioritized, and actioned on a case-by-case basis. During this period, order status may fluctuate. Distributors should work with their 3M Channel Manager regarding product availability and lead times.

Additionally, it is important that you remain aware of 3M's policies related to X-Factor events:

Export of Products:

Distributor will not sell, drop-ship, allow trans-shipment (i.e., ship to a U.S. destination for re-shipment to a non-U.S. destination), export, or ship for ultimate use of Products to destinations outside of, or for ultimate end use in, any location outside US States and Territories (note: Puerto Rico specifically requires written consent from 3M) without express written authorization. If Distributor would like to seek any such authorization, then Distributor must make such request in writing to 3M Global Channel Services (3M GCS). Any such authorization is in the sole discretion of 3M GCS. Distributor may not make any such sales or commitments prior to receiving such written authorization.

Return Goods Eligibility:

Orders for any product line affected by natural disasters, emergency preparedness, or X-Factors may not be returned once shipped and billed.

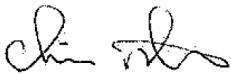
This is an evolving situation, and it is recommended that all concerned consult the [WHO](#) and [CDC](#)'s websites frequently for the most updated information regarding this situation. We will continue to rely on governmental agencies to guide recommendations for products relating to the 2019-nCoV Coronavirus. Please work with your 3M Channel Manager, Regional Business Manager, or local sales representative for assistance. As this situation evolves, we will continue to update you as appropriate.

Resources and Tools:

Below are some tools available to 3M authorized distributors that can be shared with customers during this time.

- [Technical Data Bulletin](#): 2019 Novel Coronavirus Outbreak
- [Technical Data Bulletin](#): Respiratory Protection for Airborne Exposures to Biohazards
- [Technical Data Bulletin](#): Pandemic Influenza Preparedness Planning: Practical Considerations for Respirator Use in a Health Care Setting
- [FAQ](#): 3M Filtering Facepiece/Disposable Respirator Storage Conditions and Shelf Life
- [Blog](#): N95 Stockpile Best Practices and Disposal Assistance from 3M
- 3M Tech Service hotline: 800-243-4630
- [3M PPE Rep Finder](#)

Best Regards,



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