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Date: February 3, 2020

To: Purchasing Director - GOJO/Skin Care - WAXIE SANITARY SUPPLY (100136)

Subject: **Supply Pacing on Specific PURELL® Products**

On 1/30/20, the World Health Organization announced that they are declaring a Public Health Emergency of International Concern due to the novel coronavirus (2019-nCoV). Many of the characteristics of 2019-nCoV and how it may affect people are still unclear, but one of the ways in which human coronavirus is most commonly spread is by touching surfaces with the virus on it, and then touching your mouth, nose, or eyes.

Consistent with our Purpose of Saving Lives and Making Life Better Through Well-Being Solutions, during times of increased demand, we've learned that early action on supply pacing will help us serve our customers fairly, get product where it's needed most, and also helps ensure we do not create excess inventory challenges later. If a surge in demand occurs, implementing supply pacing will help ensure a fair and equitable supply. If a surge in demand does not occur, this supply pacing process should not impact your normal order patterns or quantities.

Supply Pacing on Specific PURELL® Products

GOJO will implement supply pacing until further notice on specific PURELL® products effective today, 2/3/20, including:

- PURELL® Advanced Hand Sanitizer Table Top Bottles
- PURELL® Hand Sanitizing Wipes
- PURELL® Advanced Hand Sanitizer ES8 and CS8 Refills
- PURELL® Foodservice Surface Disinfectant Spray

Supply pacing quantities have been determined, by SKU, based on your 2019 average weekly purchases by ship-to location, multiplied by the supply pacing factor listed on page 2. No other products that you currently purchase from GOJO are on supply pacing at this time. If you did not purchase a SKU in 2019 that is included in supply pacing, you do not have a weekly quantity assigned – and the table on page 2 will be blank.

GOJO will receive your orders as we normally do, but will only ship weekly maximum quantities. Unclaimed case quantities for the current week will roll over into the next week only. No returns will be accepted for products that are included in supply pacing. Please work with your GOJO representative if you would like to purchase a new SKU during this period.

Beginning 2/14/20 and continuing every Friday during supply pacing, GOJO will email you updates on orders we have for you in house, how much we have shipped, and where you stand vs. your supply paced quantities. Your minimum order quantities to qualify for pre-paid freight continue to apply.

We will continue to keep you informed of developments that may impact product supply. Let's work together to ensure we serve current customers first, as well as end users who are on the front lines of public health – like healthcare facilities

If you have further questions, please contact GOJO Customer Service at 1.800.321.9647. If you have specific technical questions about GOJO products, please send them to our Technical Information Process email: TIP@GOJO.com.

Stay well,

Tim Dye
Chief Commercial Officer
GOJO Industries, Inc.