



*Central Ohio Medical Textiles*

575 Harmon Avenue  
Columbus, Ohio 43223

**A Message  
To All COMTEX Customers**

As a result of the COVID-19 situation, the COMTEX Team wanted to provide some assurance to our staff and customers.

To ensure continued operations and the supply of clean linen to all our customers, we have taken the following precautionary steps:

- 1) Inventoried greater supplies of high demand textiles on-site.
- 2) Enacted plant infection prevention steps including restricting visitors, cancelling routine visits, increasing hard surface cleaning, and requiring social distancing.
- 3) Continuously monitoring the health of all staff, requiring any who display signs of illness to go home and seek care.
- 4) Established procedures to operate the plants with minimal staffing including salaried and management staff. This includes cross training confirmation for all key positions.
- 5) Arranged for working at home for some limited positions.
- 6) Communicating with other plants including our Ashland operation to prepare for backup contract delivery services and engineering services.

The COMTEX Team is committed to maintaining our record of never missing a delivery and we are confident that this will prevail.

Having experienced situations in a previous plant where labor disruptions reduced staffing levels to 15% of the total, I know that supply will continue. The product may not be finished as it is now, but in the worst possible case it will be sorted, washed, dried and delivered.

Please contact any member of our team should you have any questions or concerns (614) 453-9274, and be assured that we will do what it takes to service all of our customers.

Best of luck as we all manage through this situation.

Thank you.

A handwritten signature in blue ink that reads "Myles Noël".

Myles J. Noël  
Chief Executive Officer

*America's Leading Linen Team!*