



COVID-19 Update

March 23, 2020

Dear Valued Customer – It is important during this challenging time that we understand your needs as well as communicate our efforts to support those needs. This will be one of many messages and updates regarding our organization. Our intent is to provide an update weekly at a minimum with additional messages and updates provided as material information becomes available.

First and most importantly, we are considered an “essential business” and a critical part of the Military/Defense supply chain. Our country relies on our products to ensure our protection and the protection of those that protect us in the service of our country. The “essential business” designation applies to all of our facilities and divisions.

As we manage through this national and global crisis, we must do what we can to ensure the health and well-being of our employees while maintaining business continuity. To that end, we have and will continue to make adjustments to our environment and work flow.

- Where possible we have:
 - Expanded the distance between work Teams
 - Modified work days or shifts to minimize contact
 - Staggered lunches and breaks with stations cleaned between seating
 - Mandated that Team members that can work from home do work home
- Visitors are prohibited from coming to the facility unless approved by on-site management
- We will continue to accept deliveries and support shipments but have asked delivery personnel to not enter the building
- Cleaning of both our facility and work stations has been increased
- Travel is banned unless approved by the CEO or President
- Activation of a text messaging system to provide immediate organizational guidance
- Many other actions have been taken and will continue to be considered to assist in creating a safe work environment

We will continue to do our best to provide excellent service to our Customers. Additionally, we both rely on Supplier partners who are facing the same or similar challenges driven by these force major events. As they communicate the status of their business, we will together work to find solutions and alternatives that best support your requirements.

Again, in this uncertain situation we will do everything possible to create a safe and healthy work environment for our employees, work to maintain business continuity in support of our Customers, suggest alternative solutions when needed and possible, and of course communicate as material information becomes available.