



RE: COVID-19

March 20, 2020

Dear Valued Partner:

First and foremost, our thoughts are with those directly impacted, their families and communities.

On Thursday March 19<sup>th</sup> state and local officials imposed the “Safer at Home” policy effecting all Californians. Under these rules, due to our significant involvement in direct military and defense contracts, our operations are considered essential. We continue to work with our customer and vendor partners in order to understand any potential changes to customer demand or our vendor supply chain during this turbulent time. We are committed to transparency and taking all available proactive measures to meet the demands of this emergency as it progresses. At this time, we do not expect any significant changes to our daily activities. However, the health and safety of our staff is paramount. We have detailed procedures in place to meet current customer commitments in the event of additional travel restrictions. We will continue to monitor the situation and advise of any relevant changes.

Please provide information on any known changes to daily operations within your organization, as relevant, so we may continue to work to meet your needs throughout this situation.

Sincerely,

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General Manager

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