



## SARS-CoV-2 / COVID-19 UPDATE

March 24, 2020

TO: Our Valued Customers,

As the spread of COVID-19 (novel coronavirus) continues and the associated policies protecting our citizens shift daily, we are reaching out to our valued customers to share the measures we at Inside Track Cabling, are taking to mitigate the impact to our business and customer deliveries as we remain open for normal business operations.

As I'm sure you are aware, many states and local government authorities have issued executive "Stay at Home" orders. These orders apply to most businesses except for federal critical infrastructure sectors and essential business services, allowing critical infrastructure operations to remain open during these trying times. As a supplier to sectors providing life-sustaining care and critical national defense measures, we have self-certified with our local government Department of Public Health and Safety to ensure that our manufacturing facility will remain open with essential on-site staff available to fulfill your specific needs. Those members of our team whose duties allow for work-at-home have been directed to do so in compliance with these orders and we will continue to provide our customers with seamless service during this unprecedented time.

We adhere to all recommendations from the World Health Organization (WHO) and U.S. Centers for Disease Control and Prevention (CDC) as well as those directed by our local authorities, assuring that our staff remains healthy. These measures include:

- Increased facility cleaning and disinfection cycles
- All travel and visitors prohibited
- Maintaining a healthy work environment with reconfigured production space to provide social distancing
- Hand washing, hand sanitizers, and all other health department recommendations for personal hygiene

Our business has seen little impact to-date to supply chain and / or logistic levels. We are continually monitoring all aspects of our operation for any disruptions.

We thank you for your continued business, support and understanding as we all work together on solutions to keep our employees healthy, and our businesses, organizations, and operations running smoothly.

*We sincerely hope that you and your families are now, and shall remain well.*

Best Regards;

A handwritten signature in blue ink that reads "David L. James".

David L. James  
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