

Cirtronics Risk Mitigation Plan – COVID-19

Date: March 16, 2020
RE: Cirtronics Impact from Coronavirus (COVID-19)
To: Our Valued Customers

In light of recent concerns regarding the spread of COVID-19 and the effect it is having on the global economy, Cirtronics wants to reassure our business partners that we have taken risk mitigating actions to minimize both health risks, and business continuity risks.

Our entire workforce is actively following CDC guidance regarding personal and facility hygiene practices and we are cleaning our facility on a daily basis. We are also implementing temporary actions to avoid or minimize unnecessary close contact. At this time, there has been no impact to Cirtronics due to this disease.

Cirtronics will continue to monitor the CDC regarding COVID-19 to ensure effective, best practices are in place. Our emphasis is to maintain a healthy and informed workforce that can continue to provide products and services to our valued customers.

Updated Visitor Policy (Next 30 days effective 16-Mar-2020)

- We strongly encourage teleconferencing for all group activities such as business meetings
- We are suspending all non-critical audits of our facility
- Anyone requesting a facility visit will be asked to provide justification due to current risks
- All business critical visitors will be asked to provide travel history information and complete a visitor questionnaire prior to access to the facility
- We are enforcing a ban of all visitors from all countries that have a Level 3 Travel Health Notices (presently China, Iran, South Korea, Europe, United Kingdom & Ireland)

Cirtronics has received a few notifications from our component, supply-chain partners informing us of potential disruptions, but thus far, we have not been impacted. We have been working with our supply partners for several weeks to advance materials from countries who had signs of early risk of impact. Much of the material for regular-running product are on contract or auto-replenishment programs, so components and raw boards are often times, already produced, prior to their need.

We cannot predict how a long-term impact will affect the supply chain and our ability to get materials. We do share forecast needs on a weekly basis with our supply chain and have asked that they secure materials for our needs. We continue to work closely with all of our suppliers to assure any disruptions are minimized.

We are sharing communications from local health officials and federal organizations (CDC and the like) with all employees as they become available. We are supporting work-from-home opportunities where applicable and encouraging those who may feel ill to stay at home regardless of their time available.

Cirtronics has developed a reaction plan in the event we are impacted internally. That plan will be instituted immediately in the event we have an employee who tests positive. Our response plan is based on CDC and NHDHHS guidance and includes notification to relevant agencies. We are committed to supporting our customers and keeping them informed as conditions evolve. Our goal is to continue to meet our customer's needs and ensure we remain effective through this crisis.

In good health,



David Patterson – President/CEO