

EDWIN BOHR / ELECTRONICS

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To: Distribution

Subject: Coronavirus (COVID-19)

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Please know that EB/E is prepared to continue providing the same expert service that you expect and deserve.

We all recognize that this is an unprecedented time that is filled with uncertainty amongst a rapidly changing situation. As we all partner together to navigate this crisis I want to let you know that our commitment to you is unwavering. Therefore in response to the growing concern surrounding COVID-19, we wanted to share some of the steps EB/E is taking to minimize the impact to our employees, customers, and vendors. Our priority will always be to protect the health and wellbeing of everyone that interacts with this business.

What we are doing:

- Suspended employee air travel until further notice
- Restricted all external meetings & gatherings
- Limiting external visitors
- Increased focus on sanitation throughout our facilities
- We continue to brief our employees on this virus and understanding the most effective ways to mitigate the spreading of these germs.
- For those employees that are able, we are prepared to allow work from home in order to take care of necessary customer support and administrative functions.
- We have planned for disruptions within the local school systems that will impact our employees with children. We are immediately ready to operate additional shifts in order to accommodate the employees' schedule and continue to take care of our customers' needs.

We appreciate, and take it seriously that you have entrusted us with your business. Our goal is to do everything we can to keep our operations running smoothly while maintaining a safe work environment.

We will provide updates as we continue to monitor and respond to this challenge and will give advanced notice if we foresee any interruptions of service.

Thanks for your continued support and please do not hesitate to contact me if you have any questions.

Regards,



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