



Business Impact of the COVID-19 Virus

17-Mar-2020

To our Valued Customers:

Action Electronics, Inc. is monitoring the emerging and serious situation surrounding the COVID-19 Virus commonly known as the Corona Virus. We will prioritize the safety of our personnel and those of our customers as we practice the mitigating procedures below.

Business impacts:

1. Deliveries – Unless advised otherwise, Action will make shipments and deliveries as promised with the facts known at the time.
2. Supply Chain and Advisory – if Action is advised of any disruptions in the supply chain affecting your orders you will be advised ASAP in order to plan accordingly.

Physical plant:

1. No visitors are allowed until further notice.
2. We have placed an Advisory Sheet from the CDC at the sign-in desk that we are not accepting visitors at this time.
3. There is also an Advisory of CDC Countries listed that if visited will prohibit a visitor if allowed by exception from entering building,
4. There will be additional disinfecting of common areas and notices about cleaning personal spaces for employees and guests.

Operational:

1. We are immediately postponing in-person meetings that can be held by phone or over the Internet.
2. We are instructing the staff on the CDC-issued hygiene protocols for hands, face, and distance keeping.
3. We are currently developing virus-specific Continuity Plans if needed for self-quarantine if an employee or someone they live with become symptomatic, we are considering splitting shifts to minimize personnel contact, we are looking into Work from Home for those who do not have to be in the office, and any other way we can avoid the spreading of the virus.

We will get through this problem together. In the meantime, should you need anything or have any concerns, please feel free to contact my office directly.

Thank you again for your support and understanding,

A handwritten signature in black ink, appearing to read "Barry H. Rosen".

Barry H. Rosen, President

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