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March 18th, 2020

Re: **Coronavirus Response**

Dear valued partner,

The purpose of this letter is to make you aware of the situation regarding the COVID-19 virus, Concord Electronics, and our commitment to our customers. The COVID-19 virus has resulted in our government, New York State and New York City taking extraordinary actions that may impact Concord Electronics employees and production.

Our primary objective is keeping our employees safe. We are closely following the Centers for Disease Control (CDC), New York state and New York City guidelines and recommendations on the steps we can take to help prevent the spread of the virus.

We have increased cleaning frequency in our facility. Common surfaces including door handles, work surfaces, inspection areas and machinery are cleaned three times a day. Visitors are restricted.

Concord has not experienced a disruption of production or late deliveries. We recognize the effect of COVID -19 virus on employee absences and production is unpredictable. To ensure adequate product availability, we are increasing inventory and maintaining a safety stock of raw materials.

We acknowledge our plans need to be flexible over the next few weeks. We will advise our customers of any changes in our operations that may affect lead times as they arise. We are in this together. We look forward to maintaining our high standards of quality, service and supporting you over the coming weeks and beyond. We appreciate your business.

Thank you for your support!

Chuck Martin,
President

Yudelka Ojeda,
General Manager