



March 13, 2020

To our Customers and Suppliers:

Novel coronavirus COVID-19 is threatening major disruptions to economies, supply chains, and labor supply. This letter serves to notify you of certain immediate actions Cirtec is taking in response to this epidemic.

To protect our most valuable assets, we are instituting a comprehensive employee wellness plan. Effective Monday, March 16, 2020, we are asking office staff whose roles do not impact day-to-day production to begin working from home. We will also begin screening all production employees for signs of illness, including fever, before allowing access to our facilities. To keep our facilities safe and minimize the potential of community spread, we are significantly increasing efforts to sterilize frequently touched surfaces. And finally, we are restricting employee travel. Only the most business-critical travel will be authorized. All other travel will be cancelled, even if it was already planned. In addition, no customers or other visitors will be allowed in any Cirtec facility.

At this time, our supply chain has not been impacted. We will continue to monitor our suppliers closely and ensure that they are taking precautions to protect their businesses. In addition, we are taking steps to ensure that our facilities will have the supplies needed to continue operations. Should our supply chain become impacted, we will immediately notify customers who may be affected. Likewise, should our production capabilities be impacted due to employee illness or quarantine, we will promptly notify our customers.

Should you experience a decline in demand as a result of this virus, please contact us as soon as possible so we can work with you to effectively manage your supply. We plan to be in close contact with you over the coming weeks and months to ensure that we have the most timely information regarding your demand needs, and to provide you with enhanced visibility into our production timelines so that you have the needed visibility and assurance of timely supply in this otherwise challenging environment.

Cirtec is taking this matter seriously. We aim to be a reliable partner for our customers and suppliers, and want to ensure that we are doing everything possible to uphold our commitments to you.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Highley".

Brian Highley  
CEO