



March 20, 2020

RE: 2019 Novel Coronavirus Update to Operations

As efforts concerning the containment of COVID-19 (Coronavirus) expand and evolve here in the U.S. and around the world, we want to assure you that we are focused on three things:

1. Ensuring the safety of our employees, their families and our communities
2. Continuing to provide exceptional and uninterrupted service to our customers
3. Supporting local efforts to limit the spread and impact of COVID-19

We have been following local and federal guidelines within our facilities to implement best practices of social distancing. This includes minimizing large group meetings, staggering breaktimes, limiting visitors into the workplace and working remotely when necessary. These measures and more have been implemented to minimize the risk to our team members and allow for continued daily operations.

V-TEK operations are continuing to run uninterrupted with a full team committed to serving all our customers. We are aware there will be many challenges yet to come but are ready and prepared to adapt our actions to face those challenges.

Our thoughts are with you as well, as we all navigate our way through this historic time.

Thank You for your cooperation and continued support.

Sincerely,

**Mitch Jacobs**  
**CEO/President**  
**V-TEK, Inc.**

