

**SKC COMMUNICATION PRODUCTS, LLC – COVID-19 UPDATE**  
**AS OF 3/17/2020**

SKC is closely monitoring the spread of the novel Coronavirus and its disease COVID-19. We strive to ensure the health and safety of our employees, clients and communities. We understand this situation is challenging and rapidly changing, not only for SKC, but for every community and business around the world. We value our customers and want to provide a few updates on how SKC is responding to the COVID-19 outbreak.

**SKC does not currently anticipate any issues with staffing, service level response time, or business continuity that would adversely impact the services we provide to our customers and will provide updates directly to customers, as appropriate, if material adverse changes arise. We will make all endeavors to ensure our projects and deliverables remain on schedule, subject to our manufacturer's capacity.**

Employees have been instructed that they must immediately report to their direct supervisor if they, or someone they have been in close contact with, display clear symptoms of COVID-19. SKC will not knowingly permit individuals who are confirmed of carrying COVID-19 or are displaying clear COVID-19 symptoms to work on our company or our customer's premises.

SKC is following the workplace guidance provided by the CDC (available at <https://www.cdc.gov>) and has enacted enhanced safety measures at all office locations, including:

- Advising employees to stay home when sick
- Educating our workforce on how to stay safe (e.g., practicing good hygiene and frequent disinfecting, avoiding close contact, and following other CDC recommendations)
- Increasing the cleaning frequency and methods at all offices
- Eliminating non-essential travel
- Limiting visitors to SKC, allowing visitors onsite only as needed
- Accommodating work from home arrangements for certain employees

SKC is prepared and remains fully committed to supporting our customers and employees through these challenging times. We will continue to provide general updates on our operations here as they develop. Please contact your SKC account executive with any questions or concerns.