

Dear Valued Means Engineering (MEI) Supplier,

The health, safety and well-being of our employees, customers, community and suppliers are our top priorities as we provide continued support and service customers. We are closely monitoring the COVID-19 situation and advising employees and stakeholders to take necessary precautions for health and safety.

While we are continuing to operate normally, we are taking the following actions:

- **Travel:** All non-essential business travel is suspended; we urge extreme caution and judgment regarding personal travel.
- **Meetings:** All meetings with visitors, including suppliers, are halted unless necessary for business. Use teleconference and/or web-based meetings, if possible.
- **MEI Facility Visitors:** All non-employees may be verbally pre-screened upon arrival for symptoms of COVID-19. If you suspect you are ill, do not visit the facility.
- **Suppliers:** Please take necessary precautions if working on-site to protect the health and well-being of others. Any suspicion of illness should be taken seriously to protect our community. Please notify HR of any suspected illness at 1-760-931-9452 ext. 249.

Please refer to Centers for Disease Control (CDC) for additional information, updated recommended medical protocols and news regarding any announcements from state or federal authorities.

We will continue to operate and expect to meet deliveries to our customers. To that end, please notify your Purchasing Representative immediately of any potential delivery risks or disruptions, including those of your sub-tiers. This information will be used by us to plan for and mitigate any potential disruptions.

You are encouraged to provide similar notification to your supply base. We appreciate your support as we work with our customers regarding the COVID-19 situation. Nothing in this correspondence is, or is intended to be, understood or relied upon as direction or authority to deviate from any of the terms and conditions of any Order.

Means Engineering Inc.