



March 23, 2020

## UPDATE

### Corona Virus- COVID-19 Pandemic

Adam Tech like every other company in America is faced with many new challenges and uncertainties while navigating through the Corona Virus, COVID-19 pandemic.

**Adam Tech will remain open and continue to operate without interruption inclusive of the normal servicing of our customers' orders, shipments and technical needs. Our Asia manufacturing facilities are back at full capacity and we are currently quoting and maintaining standard lead times.**

During these times we would like to assure everyone that we are taking the safety of our staff, community and customers very seriously and are doing everything we can to continue operating by the most cautious means possible.

As ordered by our Governor, New Jersey is now under a "shelter from home" order for non-essential retail businesses. Adam Tech as a wholesale business is not affected by this order. The Governor has however provided operating guidelines for all businesses in New Jersey. Adam Tech intends to closely follow the Governor's guidelines while we protect our staff and service our customers without delay or interruption.

Starting immediately Adam Tech will implement the following practices and procedures:

- 1- We have updated our cleaning processes in our offices, warehouse and manufacturing areas to include frequent sanitization of machines and work areas.
- 2- Our 'Social Distancing' policy is expanded. This will include maximum physical separation of workers in our offices, warehouses and manufacturing facilities. Social Distancing will be implemented without impact to our normal business activities.
- 3- To further reduce staff grouping, a revolving schedule will be implemented to phase some staff to 'work from home'. Our normal business activities and customer services will not be affected.
- 4- Visitors to our office or warehouse are prohibited to enter other than those necessary to conduct our usual business operations.
- 5- We are suspending sales visits and meetings and will utilize telephone conferences, webex and social media venues instead of face to face meetings. We will be 100% available to our customers and will continue to ship goods from our well stocked warehouse in New Jersey. We will continue to offer total service and solutions to all of our customers.
- 6- All company travel has been cancelled including events and trade shows. Virtual customer visits will be arranged as necessary.