



561 Hillgrove Avenue • LaGrange, Illinois • 60525-5997 • U.S.A.
Phone: (708) 354-1040 • Fax: (708) 354-2820 • <http://www.grayhill.com>

May 4, 2020

Re: Continuation of Critical Operations at Grayhill during Covid-19 Outbreak - Updated

Dear Valued Customers,

In response to the Covid-19 outbreak, Illinois state government has extended the Stay-at-Home order, from March 21, 2020 through **June 1, 2020**, that limits non-essential business activities.

Grayhill manufactures Human Interface Components and Solutions for customers in industries that provide “essential products needed to ensure the continuing operation of government agencies and provide for health, safety, and welfare of the public”. Examples of “essential products” include Medical Devices, Agricultural and Construction Equipment, as well as Defense Equipment. In addition, many Grayhill products support contracts and programs which are rated orders under the United State Department of Defense DPAS System. As a result, Grayhill plans to remain operational during the period of the Stay-at-Home order, with our priority being the continuation of supply into these “essential” industry customers.

With this in mind, Grayhill has instituted a “Work from Home” policy. Thanks to our readiness planning, our remote teams are outfitted with laptop computers, VPN connectivity, high speed internet access, and a companywide telephone network. Essential production, production support, and warehouse associates continue to report to their locations with enhanced procedures for cleanliness and social spacing. Grayhill is not accepting outside visitors and we have restricted all business travel.

The Grayhill team is functional, working from their homes or in our facility. Our staff is equipped with conference call numbers and video conferencing capabilities in order to efficiently communicate with you, our suppliers, and sales reps. We wish to conduct all previously scheduled meetings using these communication tools.

As we all maneuver the coming weeks, we will keep you apprised of any changes.

Sincerely,

A handwritten signature in cursive script that reads "Brian May".

Brian May
President