

Scott Engineering, Inc
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March 16, 2020

Subject: **Customer update regarding COVID-19**

We are closely monitoring the development of the COVID-19. Currently our focus is on the safety of our team members and the customers impacted by the virus. Rest assured that our commitment to serving you remains our top priority.

At this time, Scott Engineering Inc. is not aware of any disruptions to existing or new orders. We will continue to monitor the situation and inform you once new information is available.

Effective immediately, we are using prudent safety practices. To help reduce the opportunity of potential exposure, we are taking the following necessary precautions:

- **Washing hands frequently using soap and water.** If soap and water are unavailable, use an alcohol-based hand sanitizer.
- **Avoid touching eyes, nose and mouth.**
- **Practice good respiratory hygiene** by covering mouth or nose with bent elbow or tissue when coughing or sneezing. Dispose of tissues immediately.
- **Seek medical care early if you have fever, cough and difficulty breathing.** Follow doctor's instructions for care.
- **Stay home if you are sick.** As advised by the CDC, stay home for at least 24 hours after a fever is gone.
- **Maintain social distancing/meeting guidelines.** Maintain a proper distance between yourself and anyone who is coughing or sneezing. Minimize member to member exposure with reduced face-to-face meetings.

Our team members will be minimizing travel, limiting outside visitors, and have increased the frequency and focus on cleaning and sanitizing common areas.

Should you have any questions or need additional information, please contact our sales team at Sales@scott-eng.com.

Yours respectfully,

Kathy Meyer
Customer Engagement Manager