

Scott Engineering, Inc
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March 20, 2020

Subject: **Vendor requested 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 Vendors and customers impacted by the virus. Rest assured that our commitment to serving you remains our top priority.

At this time, Scott Engineering Inc. is considered part of the critical manufacturing sector during COVID-19. As a manufacturer of electrical equipment for transmission and distribution that is vital to our customers and the continuity of our power sector infrastructure, we will do whatever it takes to keep production staff in place to meet this need.

Your support is vital to our operations as part of our supply chain in order to make this happen.

We provide emergency replacements parts and products to keep Power grids operating for major power companies across the United States. We serve Southern California Edison, San Diego Gas & Electric, PG&E, SMUD, Imperial Irrigation, City of Roseville, Oklahoma Gas & Electric, Salt River Project, Arizona Public Service, Hawaii Electric Company just to name a few.

Please see referenced website put out by the government:

<https://www.cisa.gov/critical-manufacturing-sector>

We are continuing to use prudent safety practices. To help reduce the opportunity of potential exposure, we are continuing to abide by the CDC recommendations.

Our team members have ceased travel indefinitely. All non-essential meetings are being held via videoconference or telephone only. Outside visitors will be limited to only critical deliveries and services to facilities and equipment. We are also continuing our increased frequency of cleaning and sanitizing common areas.

Effective today, most non-production associates and office staff are primarily working remotely as a precaution and for their protection.

Should you have any questions or need additional information, please contact us at 909-594-9637 or Kmeyer@scott-eng.com.

Yours respectfully,

Kathy Meyer
Customer Engagement Manager
Scott Manufacturing & Engineering