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July 15, 2020

Considering the recent FFCRA (Families First Coronavirus Response Act) that went into effect 4/1/2020 and the COVID19 pandemic in general, SCOTT would like to apprise you of the following information:

Critical factors of concern for our customer(s) during this unprecedented time described below:		SCOTT's Answer/Status	Additional Notes:
1	<i>Any anticipated delays relating to your operations?</i>	Yes	Slightly longer lead times being experienced in our supply chain on selected materials. Average delay is 2-4 weeks.
2	<i>Any anticipated closures relating to your operations?</i>	No	
3	<i>Any anticipated delays relating to your logistics services?</i>	No	
4	<i>Any anticipated closures relating to your logistics services?.</i>	No	
5	<i>What is the percentage of workforce out due to illness?</i>	3%	
6	<i>What is the percentage of workforce electing to stay home due to COVID-19?</i>	0%	None for production. Some non-production personnel that can effectively work remote are doing so as a precaution.

SCOTT has implemented a new policy under the guidance of the CDC to minimize risk. To ensure the health and safety of our employees, any employee that has any sign of illness must remain home. All employees understand the importance of this policy and have agreed to the disciplinary measures for violation.

Management regularly monitors state and local mandates regarding the current pandemic. Based on current mandate, SCOTT is not accepting visits from customers or vendors at this time to prevent the risk of COVID-19 infection spread.

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

Yours Respectively,

Kathy Meyer  
 Customer Engagement Manager