

**Scott Engineering, Inc.**

5051 Edison Ave.  
Chino, CA 91710-5616  
Tel: 909-594-9637  
FAX: 909-595-0379



November 19, 2020

Dear Customer:

For more than 50 years, Scott Engineering, Inc. has lived by a core value to Do Whatever It takes attitude. Nevertheless, the health and well-being of our customers and employees is our highest priority.

For the safety and well-being of our employees, who are vitally important to support you and your business, we have decided we will be closing our business for 10 days, and will be coming back full staff on Monday, November 30, 2020, due to an outbreak of COVID-19 in our production line. Today, we have had 3 confirmed cases and 6 others out sick (not yet confirmed).

We will be following CDC guidelines on COVID-19 to prevent further outbreak by closing production. We will have a skeleton staff available to continue receiving components and some office staff will work remotely.

Please keep an eye out on our social media account for updates. We look forward to serving you.

For any questions or concerns please email Kathy Meyer at [Customerexperience@scott-eng.com](mailto:Customerexperience@scott-eng.com)

Sincerely,

A handwritten signature in black ink, appearing to read "Debi Davis", with a long horizontal flourish extending to the right.

Debi Davis

Chairman and CEO