

Given the recent and unprecedented worldwide outbreak of the COVID 19 virus, the purpose of this letter is to advise of the actions we at K-TECHnologies are taking to protect the safety of our employees and assure to the extent possible the continuity of business operations with our customers.

To that extent, we have implemented an evergreen contingency plan which at this juncture is focused on the following main points;

- Actively monitoring the situation; both locally, nationally and internationally to ensure we are in compliance with any federal, state or local directives;
- Educating our team members to ensure they are aware of best practices and CDC recommendations to mitigate the transmission of this virus;
- Taking proactive measures to perform daily enhanced cleanings of our facility;
- Implementing a social distancing series of directives including a work from home option, enhanced use of video conferencing, along with restricting on-site visitors and business trips to only those critical to current or future business needs
- Actively communicating with our suppliers to ensure we are notified as soon as possible of any known or potential supply chain interruptions and coordinating recovery plans where and whenever possible in order to maintain continuity of business operations.

We are currently assessing NYS Governor Cuomo's mandate issued 3/18/20 requiring 50% of a business's employees to remain at home. At this time, we do not believe this will have a significant impact on the continuity of our business and our ability to meet our customer requirements. Should any of this information change, you have our assurance that we will inform you in writing as soon possible.

We appreciate your support and understanding as we all work through this complex issue, to ensure the safety of our employees while maintaining continuity of our business.