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## Coronavirus Disease (COVID-19) Pandemic

At Brandex Components, Inc., the safety and well-being of our employees and our customers is always our priority, and we recognize the important role we play in providing our customers with their orders during this critical time. We are actively monitoring the COVID-19/Coronavirus situation and taking steps to help keep our communities safe. We wanted to share with you some steps we are taking

Brandex has continued to remain open to support the many priority rated contracts we have with the DOD and other prime contractors. We are in continuous communication with our employees reminding them about the importance of good hygiene, providing them with health education and support whenever needed. Employees who feel ill have been told to not report to work and we have specific quarantine and communication procedures in place should an employee be diagnosed with COVID-19 or is asked to self-isolate by a public health authority, and to provide comprehensive benefits to support them.

We're taking precautions to ensure our employees are up-to-date on this evolving situation and capable of safely doing their jobs. We enhanced our commitment to operate clean and well-organized departments, warehouses, and offices. We're using multiple training platforms to update our team members on hygiene standards, work area sanitization requirements, and effective social distancing tactics. We're also requiring employees to stay home if they experience certain health-related symptoms.

Our customers' business continuity is a key priority. We want to minimize service disruptions or impacts to your business. Our goal is to offer the level of quality, responsiveness and support that you have come to expect from Brandex.

We remain committed to providing you with the services you need, safely and without being exposed to or spreading germs.

If you should have any questions please feel free to call or email me.

Sincerely,

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