

## Notice: COVID-19 Precautions for StenTech

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Dear Valued Customers and Suppliers,

The StenTech team hopes this finds you and your loved ones in good health!

The COVID -19 / Novel Corona Virus pandemic is an unprecedented situation for the world and almost every industry, including our own. Our management team is monitoring the developments in order to best respond to circumstances with the safety of our **customers and employees** at the forefront while doing our best not to disturb our customers' supply chain. We at StenTech believe that Quality, Delivery and Service become ever more important at this time to ensure that everyone, including ourselves, can keep strong operations.

StenTech remains fully operational and will remain open with essential shop floor staff and non-essential staff working remotely. We have taken precautionary measures to ensure that the skeleton teams are working in safe and sanitized workspaces while adhering to the CDC advisements of intensified hygiene. Furthermore, we will seek to distribute operations among facilities to limit the need for the congregation at any one location.

Until further notice, the following actions have been implemented:

- All non-business-critical travel has been stopped.
- Any employee traveling from impacted countries or regions will be requested to self-isolate for 14 days.
- Customer and supplier visits to our sites have been canceled or moved to online calls.
- ANY employee with flu-like symptoms will be asked to leave the facility.
- ALL employees will do their part to wipe down and sanitize high touch areas.

**Inventory:** With foresight, StenTech has purchased and overstocked with precautionary inventory in our locations. We're in constant communication with our suppliers to ensure there are no supply chain issues.

**Support:** StenTech has positioned itself to cover most of North America geographically with 16 locations. Should one of our facilities shut down due to local mandate or unforeseen circumstances, we will support our customers from various locations.

**Customer mandates:** With every company devising their COVID-19 policies, if there is a process or procedure you require us to follow in fulfilling your order, please let us know so we can accommodate.

**Planning ahead:** StenTech is committed to staying proactive. Should there be any concerns or issues that we can support you with, please don't hesitate to let us know.

**Pick up Orders:** To ensure everyone's safety, we have designated pick up areas at all of our locations.

StenTech will leave these and other measures in place indefinitely and will continue to follow the advisement of the CDC and local authorities. If we learn about future developments that directly impact us, we will reach out to you immediately. It is a priority for us to stay engaged with our customers and suppliers with full transparency.

Together we will get through this and become a stronger partnership.

Yours truly,



Sip Akbar  
President



Brent Nolan  
Vice President