



March 19, 2020

Dear Orbit Customers,

We are truly living in uncertain times. As the COVID-19 epidemic unfolds across the nation, I'd like you to know we are doing everything in our power to provide a safe and healthy work environment while mitigating disruptions to your business and supply chain.

To that end, my staff and I are closely monitoring local and national news outlets, as well as updates from the [Centers for Disease Control and Prevention](#) (CDC) website. We are serious about our social responsibility, and are taking all necessary precautions to ensure the health, safety and security of our employees, customers, agents and partners.

Precautions include:

1. Strict "Social Distancing" mandates from management, enforced by fellow employees.
2. Instituting a 'No Travel' policy until further notice. Our customer visits are being conducted exclusively via emails, telephone calls, and text messages.
3. Our Distribution Centers in Bell Gardens, CA and Morristown, TN will remain open with normal business hours.
4. Encouraging employees to "work from home" (whenever possible and based on the employee's role) and have facilitated supplemental computer resources to that end.
5. A 'no handshaking' policy, with hand sanitizer dispensers conveniently located in all common spaces. No internal meetings are being conducted in conference rooms, but rather via the aforementioned electronic means.
6. All public events have been paused for the time being in accordance with CDC recommendations and our own best judgment.

In short -- as long as Orbit can remain open for business, **we will stay open.**

Please understand that it's hypothetically possible for shipping times to be affected without notice, however, we are well prepared with a **healthy inventory** and do not anticipate issues at

this time.

We hope that things will get better soon so we can all return to business as usual. Orbit Industries will continue to be “Your Solutions Based Electrical Manufacturer” through this difficult time.

Please reach out to us whenever needed, and thank you for your continued loyalty, business and partnership.

Sincerely,



David Nikayin
President and CEO
Orbit Industries, Inc.