

March 24, 2020

To all valued customers,

Thank you for your business and opportunity to serve you. KC Electronics Distributors remains open for business and deemed essential critical workforce. We support essential manufacturing & services including critical transportation infrastructure such as bus and rail, government, aerospace, defense agencies and utilities. Our employees are committed to continue supplying the products and services that are required to maintain viability of these essential operations.

KC Electronics carries a large inventory of products **in stock** and available for immediate shipment. If you need help finding products or have questions about our products and services please contact our sales team. They can suggest alternatives and work with our suppliers to improve delivery.

KC Electronics follows all CDC and local government health authority's guidelines. We want to communicate to you the safety precautions we are taking in our efforts to keep KC Electronics Distributors running during the Coronavirus (COVID-19). These include but not limited to:

- Maximized work from home arrangements.
- Internal meetings will not exceed 3 people and attendees will keep a 6ft distance.
- Continue to practice personal protective measures such as: frequent hand washing, social distancing, etc.
- Visitors are prohibited on premises. Business critical exceptions must be approved by the President of KC Electronics Distributors.
- Warehouse deliveries are being carefully handled at our dock. Delivery drivers/truckers must get approval by the Warehouse Manager to enter the building.
- Business travel is prohibited for all employees.
- Employees have been asked to stay at home if they are ill and consult a medical professional before returning to work.
- Any employee that has a good reason to believe they may have been exposed to COVID-19 shall not report to work without medical clearance and approval.

Supply chain:

We have and will continue to be in close contact with all suppliers of critical materials. As of today, we have not had any disruptions to our supply chain and our facility is operating as usual. We understand there are concerns about potential supply issues if the situation continues to escalate. We are committed to communicate any new developments as they arise.

We appreciate the trust you have in KC Electronics Distributors. You can be assured that we will do everything we can to continue servicing our customers as we adapt to the dynamic market environment.