

To BIRNS Customers, Suppliers and Partners:

We want to take this opportunity to keep you informed of the efforts and precautionary measures being taken at our company to ensure safety and continuity in our operations during the uncertain and rapidly changing situation with the global COVID-19 crisis. We know there are significant concerns about the Coronavirus pandemic and how businesses are handling the challenge.

As recent “shelter from home” orders have been implemented in California, **except as needed to maintain continuity of operations of the federal critical infrastructure sectors**, we want to confirm that BIRNS is considered an essential business, and thus will remain in operation with essential employees working, as we provide products and services to manufacturers which are deemed necessary in many of the critical infrastructure sectors including, but not limited to:

- Defense Industrial Base
- Energy sector
- Water sector
- Government Facilities sector
- Nuclear Reactors, Materials and Waste sector
- Transportation Systems sector
- Other essential operations and services that are essential to continued critical infrastructure viability of communities



At this time, BIRNS will remain open for business with essential employees to meet our obligations in the relevant sectors listed above. We are taking significant steps to ensure the safety of our employees, customers, vendors, partners and their families, while also making sure our customers' business needs are met. Below are some steps we are taking:

- We are not allowing any visitors to our offices or warehouses, besides those absolutely necessary to conduct business operations
- All company business travel has ceased, including events and trade shows
- We have instituted additional cleaning procedures in our offices and warehouses, including engaging an additional sanitizing service and enhancing our disinfecting procedures
- For our warehouse, production and other team members, we are continually implementing strategies to reduce the likelihood of spreading the disease by separating staff and social distancing and keeping hands and surfaces germ free

We will, of course, adjust our business plans as needed. Please contact our team directly for sales or questions, at [service@birns.com](mailto:service@birns.com) or 805-487-5393. Your business is extremely important to us, and we are committed to safely and effectively partnering with our customers and vendors as long as it is feasible to do so in this period. We will keep everyone informed immediately if anything changes in our ability to continue with day-to-day operations, and appreciate your feedback and patience as we move forward.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eric Birns', with a long horizontal flourish extending to the right.

Eric Birns, President & CEO