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To: All Customers
Date: 3/23/2020

Netronix current COVID-19 Plan and Guidelines

In order to support both our customers and employees during these uncertain times, Netronix is taking the following actions as of this moment. Daily meetings between the Senior Leadership Team and HR have been occurring and will continue to occur, until we are all released back to normal operation. This plan and guideline are subject to change daily as required by the current situation.

As of today March 23, 2020, Netronix is asking Employees in all our offices, who can work from home, to work from home, and the current plan is to do so until April 7th. Our service teams and field installation teams are responding on a per customer basis. Some customers need us onsite and we are staffing appropriately for those sites, and where customers are closed, we are making plans to staff those sites as soon as the crisis is over, and we can all resume normal operations.

All employees who can conduct meetings by phone or video conference are to do so in place of in person meetings. Employees are urged to avoid working closely with others and to maintain a 6-foot distance between themselves and others. All non-essential travel has been suspended until further notice. Employees who have had any known contact with someone with COVID-19 even in the most remote possible ways have been asked to work from home for 14 days

FEDEX and UPS continue to deliver, and we are staffing the warehouse to receive those shipments. Most of our vendors and distributors have been deemed essential and continue to ship product but we are starting to see a little slowing and a couple vendors have shutdown until we are all allowed back to work.

Netronix employees and LSPs continue to take a self-assessment daily and will do so for the foreseeable future. No employee shall show up at our office or a customer's office if any of the below items apply.

- Fever
- Shortness of breath or difficulty breathing
- Headache
- Shivering, shaking or chills
- Aching muscles, joints or general body aches
- Intermediate sweats or excessive sweating
- Rapid heart rate or palpitations
- Anyone that they know and have come in contact with who has COVID-19 or Influenza

Netronix is dedicated to doing its part to keep our employees and their families, as well as our customers employees safe. We will continue to keep our customers projects and sites secure and staying abreast of the current situation on a city by city, project by project basis. Our goal is to not spread any virus while still supporting our employees and customers to the best of our ability.

Sincerely,

Craig Jarrett
President

A handwritten signature in black ink, appearing to read "Craig Jarrett", written over a white background.

Netronix Integration