



## Important Emergency Announcement

March 18, 2020

The COVID-19 pandemic is unprecedented in modern times. It is a global crisis which requires extraordinary measures to fight the spread of the disease. Thus, the management team at AP Tech has decided to take an extraordinary step – we are closing the factory for thirteen (13) business days beginning March 20th and returning to work April 8<sup>th</sup>. We are asking our staff to shelter in place during this period. We feel this is the socially responsible action to take on behalf of our staff and the community. The spread of the virus must be stopped or the consequences will be far worse than a short plant closure. Napa County has not mandated a shelter in place order yet, but the Counties surrounding Napa, where many of our employees reside, have done so already. Sheltering in place is also the recommendation of health officials.

We know that closing our factory will have a severe adverse impact upon our customers. We do not like the situation, but it is out of our control no different than any natural disaster. The difference in this case is that we have had some time to plan and take countermeasures. We will do our best to minimize the impact, but shipments will be delayed as a result of the factory closure. Our staff and local vendors are, and will be, working doubles shifts when factories are open to help mitigate the loss of production time during the shutdown. We are very grateful to have such a dedicated team willing to make extraordinary efforts in such an extraordinary time.

The due date on all orders not shipped prior to the shutdown will likely be increased by up to 13 days, however we need to wait until we resume operations to confirm. The lead time quoted for new orders will be 7 ½ to 9 weeks at a minimum effective immediately.

Staff who are able to work remotely, such as technical support and sales, will be working from home during this period. There are many functions such as order entry which can be done remotely. Email is the best mode of communications. We will do our best to provide timely responses, but some delay is to be expected.

We are planning on 13 business days at this time. It is a fluid situation which may change at any time.

Our hope is that everyone appreciates the severity of the situation and that drastic measures are required. We sincerely apologize for any inconvenience or problems that delayed shipments cause.

One thing we can assure everyone is that we are doing our absolute best to minimize the negative impact of this factory shutdown.