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April 2, 2020

Subject: COVID-19 Update

Dear Valued Customer:

As communicated to you on March 20, 2020, VACCO Industries is considered part of the Essential Critical Infrastructure Workforce. As such, VACCO is continuing its operations.

We currently have no known COVID-19 cases within our organization; however, VACCO is subject to the impacts of the COVID-19 pandemic as the entire world is experiencing. The following protective actions that we have taken may create some logistical challenges.

- VACCO has modified its leave policy related to COVID-19 for employees with special circumstances.
- To promote social distancing, VACCO is permitting employees who are able to work remotely, to do so. We have also staggered some work shifts and allowed more separation between desks for personnel at VACCO where needed.

We have notified our supply chain, clearly informing them they are considered essential businesses as well. To date, none of the responses received have indicated any closures or significant concerns to our supply chain, albeit, it will be more challenging for smaller suppliers to support VACCO's needed products and services in a timely manner if key individuals are absent.

COVID-19 is causing an ever-changing landscape and VACCO is adjusting accordingly. VACCO is committed to keeping our facilities safely in operation and to providing essential products and services that support our customers' needs. More importantly, we are focused on the safety of our employees and stakeholders. To this end, in addition to implementing best practices of social distancing, we are continually disinfecting our facilities along with adhering to strict health monitoring and travel restrictions.

VACCO is closely monitoring all aspects of our business. You will be notified immediately if there is a significant change in our status.

We appreciate your patience and understanding as we work together through this difficult situation.

Kindest regards,

Lori Eisler
Director of Contracts
Space Products

Carlene Ousley
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