

23 March 2020

Alta COVID-19 Response

**Dear Valued Customer,**

During this COVID-19 pandemic, our focus is on the safety and well-being of our employees, their families and the community. Our secondary concern is the continued service to our customers.

We have implemented a number of actions in our business, including:

- Instituting guidelines to limit virus spread and keep our employees healthy per [OSHA and CDC](#).
- Appointed a Lead Virus Coordinator (former RN and our Director of Manufacturing) to ensure/supervise our daily operations are safe for our employees. This includes constant monitoring of work place and employee health conditions to promptly identify and isolate employees as needed.
- As prudent and transparent, update our employees, customers, suppliers and sales channels regarding our continuity plans and new preventive measures.
- Implementing strict visitor restrictions at our facility.
- Highly restricting all business travel.
- Continue monitoring our NIST cyber security processes. We will ensure compliant and safe data communications for employees and customers.

Our customers' business continuity is **a key priority**. We are monitoring employee and supplier conditions, or alternative suppliers almost on a daily basis. **As of this letter, we have not experienced any delivery, support or fiscal disruptions.** Upon identification of any business disruption that might affect a customer, we will contact the customer/buyer immediately and offer reasonable alternatives.

Alta has a near perfect quality record with over 100 months of on-time deliveries and customer support 2<sup>nd</sup> to none. Our employees, suppliers, sales channels and processes make this possible, and we ensure you that we will take any procedural or fiscal measure needed to protect our employees and your trust. **Your support and flexibility are also greatly appreciated during these strange times.**

Please contact the undersigned if there are any questions, or if we can help in any way possible.

**Kind Regards and Good Luck!**



Richard Schuh  
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**Essential Business Statement:  
75%+ of Alta's Business is in Support  
of Defense Infrastructure with Several  
Active DX/DO Rated Orders.**