Date: January 28, 2020

To: Valued Grayhill Customer

Subject: Coronavirus Announcement

As you have undoubtedly heard, the recent outbreak of the coronavirus in China is spreading rapidly. The Chinese Government and the local Shenzhen Government are taking action to try and prevent the spread of the virus within and outside of China. Today, they announced that the Chinese New Year Holiday would be extended to 24:00 on February 9, 2020. The earliest factories will be allowed to re-open is February 10, 2020. It is currently our intention to re-open our Shenzhen facility on that date.

We will also follow other Government suggested precautions:

- Our associates will be required to wear face masks 24 hours per day.
- No visitors will be allowed in the factory during the month of February.
- Infrared body temperature test for all people before going to the production floor or office.
- Provided ISOPROPYL alcohol and hand cream for hand washing at the entrance of the factory.
- Associates found to have a cough or fever will not be allowed into the factory.
- Associates will be asked to avoid crowded areas and live animals.

The situation is changing very rapidly. We are in contact with our Shenzhen General Manager on a daily basis to review our plans. We have also been in contact with our key Chinese suppliers. Trust that we are all working to understand the issue and take the necessary steps to minimize the impact on our customers.

Thank you for your understanding,

Brian May
President – Grayhill Inc.