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27 March 2020

Subject: Temporary Facility Closure starting 30 March 2020

Dear Valued Customer:

AvtechTyee, Inc. is located in Everett Washington, USA, where a serious outbreak of the COVID-19 pandemic continues to grow. While our customers and our obligations as a supplier are critical to our business, the health and safety of our employees is our top priority.

The state and city governments have issued emergency “Stay at Home” orders, and a growing portion of our workforce is a concern for risks associated with reporting to work. School closures present challenges for families without childcare options and as local aerospace employers perform shutdowns, the concern from our staff grows. We continue to follow guidance from government health authorities, but those protocols cannot ensure the well-being of employees at our facility, nor their families. Finally, we are observing, and anticipate, further deterioration of our supply chain’s delivery capacity, both locally and globally.

In light of these Force Majeure challenges beyond our control, AvtechTyee has decided to execute a temporary suspension of work at our facility. This halt is planned for two weeks, starting March 30th. We are now conducting an orderly pause of work in place, and will have security and site monitoring to ensure continuity of business and preservation of product. We are contracting with a third-party company to perform a deep cleaning of all surfaces exposed to workers. We will secure all sensitive parts and sub-assemblies before this cleaning to preserve their integrity.

We will have a limited staff working from home to respond to status inquiries during the shutdown, and anticipate resumption of production and deliveries in mid-April. We will respond to urgent AOG requests, as we are able.

I look forward to the day when our industry returns to the operating norms we are all so accustomed to, and hope for your personal health and safety, as well as that of your colleagues, families, and communities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Hanson'.

Kevin Hanson
Director, Sales & Marketing
AvtechTyee, Inc.
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