



*A Division of The Board Room, Inc.*

*Date: 3/23/2020*

*To TBR Electronics Employees, Customers, Suppliers and Partners:*

*We know there are significant concerns about the COVID19 pandemic and how businesses are handling the challenge. This is new to all of us and, although the situation is fluid and uncertain, we are taking our response seriously.*

*The Governor of Illinois implemented a "shelter from home" order for all non essential businesses in Illinois. We need to inform you that TBR Electronics is considered an essential business under the guidelines of the order as we produce and supply products to companies which are deemed necessary in many of the critical infrastructure sectors including, but not limited to, Defense Industrial Base, Emergency Services, and Electrical Power Delivery. As such, we will remain open.*

**At this time, TBR Electronics will remain open for business during our normal business hours.** *We are taking significant steps to ensure the safety of our employees, customers, vendors, partners and their families, while also making sure our customers' business needs are met. Below are some steps we are taking:*

- 1. TBR is not allowing any visitors to our place of business besides those absolutely necessary to conduct business operations.*
- 2. All non essential company business travel has ended including sales calls and events such as trade shows.*
- 3. We have instituted additional cleaning procedures in our office and warehouse and enhanced our disinfecting procedures with our warehouse staff.*
- 4. To decrease the number of employees in our office those employees who can work remotely are being allowed to do so.*
- 5. We implemented social distancing in the workplace to the extent possible given the nature of the work required.*
- 6. We have required any employee who feels ill to stay at home until they feel better and any that suspect exposure to COVID19 to remain at home until they are cleared to return to work by their doctor.*
- 7. We are closely following instructions from local government and county officials and will respond accordingly as the situation continues to unfold*
- 8. We are in contact with our supply chain to make sure support is there to continue our efforts to supply our customers who support the critical infrastructure sectors outlined above.*

*We recommend that you continue to monitor the CDC site for the latest updates.*

*TBR customers please reach out to your representative with any questions, to get quotes and place orders. Email is the best way: [sales@tbrelectronics.com](mailto:sales@tbrelectronics.com)*

*TBR suppliers please reach out to your normal contact or to: [purchasing@tbrelectronics.com](mailto:purchasing@tbrelectronics.com)*

*We are all facing this new challenge together.*

*Thank you*

*Paul Lynch  
TBR Electronics  
President*