



March 16, 2020

To our valued Suppliers:

We want to take this opportunity to address how Server Products is responding to the coronavirus (COVID-19) public health emergency, which the World Health Organization now qualifies as a global pandemic.

The safety of our team and communities is of paramount importance. We are monitoring the situation daily and are following the World Health Organization (WHO) and Center for Disease Control's (CDC) recommended precautionary measures to minimize risk to our employees and necessary visitors. This includes restricting all unnecessary travel for the next 30 days and preventable visits to our facility; to reduce the disruption to our business, we will use conference calls and virtual meetings.

We ask that everyone continue to monitor the situation and follow the WHO and CDC guidelines. Washing your hands frequently, for at least 20 seconds each time, remains the best way to decrease infectious diseases, such as the coronavirus dramatically. Visitors are asked to wash their hands after arriving at our facility. Server Products is encouraging an open line of communication between team members and suppliers to assess their comfort level with necessary on-site visits and determine what is best for all involved.

You can expect Server Products to remain open. Should the situation change, and we are required to alter regular business hours and operations, you will be notified immediately. We do have the technology in place for our support staff to work remotely.

We understand this is a stressful time for businesses, and you are doing all you can to keep your team and communities safe. We ask that you notify us promptly if any of your manufacturing facilities should temporarily shut down or any part of your supply chain becomes disrupted. Please send an email notification to me at: icarwell@server-products.com

We will continue to monitor the situation closely and communicate updates as quickly as possible. We thank you in advance for your flexibility and continued support.

Best Regards,
Janet Carwell



Director of Strategic Sourcing and Supply Chain