Sunmight USA is closely monitoring the evolving situation caused by the novel coronavirus outbreak, and we are committed to mitigate any potential impact on the supply chains and operations of our customers while ensuring the safety of employees.

Business Continuity and Employees Safety

Sunmight USA will remain open and keep supplying our products to our customers. As you may know, California governor recently issued a statewide order to 'stay at home' which makes all non-essential businesses to close. Fortunately, Sunmight USA is considered as essential business according to details of the order. Therefore, we'll stay open unless there's another state or national order that forces us to temporarily suspend our operation.

However, to minimize risk of the virus transmission and maximize social distancing, we are implementing the following procedures effective immediately until further notice.

- Sunmight employees who can work from home will be working from home until further notice.
- Sunmight office will remain open during our normal work hours from 8:00 AM to 5:00 PM PST from Monday thru Friday.
- For Sunmight warehouse, warehouse staff will work in 2 shifts. The 1st shift will run from 8:00 AM to 12:00 PM. The 2nd shift will run from 1:00 PM to 5:00 PM.
- All in-person customer, vendor, and supplier visits to Sunmight USA Corporation are prohibited until further notice.

Please understand that the new procedures may delay your orders and requests, but we'll do our best to meet your demands.

To assure you, all Sunmight USA employees have been reminded that they must take the necessary precautions to protect their health and the health others and comply with the CDC recommended preventive actions to avoid spreading of COVID-19.

We look forward to getting through this difficult time together. If you have any questions or concerns, please feel free to contact us at 714-952-5020 or <u>sales@sunmightusa.com</u>