



AA Technology Inc.

101 Trade Zone Drive Ronkonkoma, NY 11779
(631) 913-0400 – frankr@aa-tech.com

March 21, 2020

To Our Business Partner's,

It is with our sincerest hope that this finds you and your families well during these troubling times. At AA Technology we have always had a commitment to supporting our partner's and having been classified an essential company will continue to do so through this pandemic.

Customers:

We understand the critical value of the product you procure from us. AA Technology is has adjusted to a split shift work schedule to comply with the executive order. By doing so while reducing our head count in the facility we are keeping as many production hours as possible to assist in keeping to our customers schedules. In order to keep our staff safe while achieving this remote staff has been put into place where possible and social distancing practices have been put into place for manufacturing. In the case your company has modified shipping requirement's or scheduling updates please reach out and we will work to accommodate you in any way possible. Please understand that due to the current circumstances extended lead times may be experienced, we will do our best to provide recovery dates.

Suppliers:

During this time AA Technology Receiving will remain operating. Please continue to ship committed purchase orders in accordance with committed schedules. In the case where this is not possible; notification of the delay and a recovery date if available is greatly appreciated. Without your valuable support we are unable fulfill the critical requirements of our customers deemed "essential" during this crisis.

Please know that AA Technology is taking all precautions possible to keep our staff safe and healthy while we continue to operate. If you have questions, please contact me at 631-913-0400. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Frank Rosselli".

Frank Rosselli

President



AA Technology Inc.

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AA Technology has taken initiatives by implementing a robust Covid-19 prevention program.

We are an essential business, serving the military, aerospace and pharmaceutical industries and implemented this world class program that enables our business to continue operations with no interruptions protecting our valued customers.

Program includes:

- **Closely monitor the New York State and CDC guidelines.**
- **General guidelines implemented for social distancing, personal protective equipment PPE and personal hygiene has been implemented throughout the organization.**
- **Face masks are issued and required to be worn by all associates daily.**
All associate entrances scan and record temperatures. An alarm will sound for those above the threshold and not allow entrance.
- **All associates are double checked for temperature by each manager upon start of the work shift.**
- **Created a Facility Cleaning and Disinfection Policy for each associate to follow during daily activities.**
- **Created Policy and Protocol for Return to Work Following Positive for COVID-19**



AA Technology has taken this issue seriously to continue to protect our customers from product delays and services.