



415 Central Ave.  
Bohemia, NY 11779  
(631) 913-8335

April 15<sup>th</sup>, 2020

## COVID19 MEMORANDUM

To our customers, suppliers, and partners:

Bevy Electronics, Corp. is working hard to manage the evolving COVID-19 crisis. This is new to all of us and, although there are a lot of uncertainties surrounding it, we are taking our response seriously.

Bevy Electronics is considered an essential business as we are classified as a member of the Defense Industrial Base (DIB) and identified as a Critical Infrastructure Sector by the Department of Homeland Security. As such, Bevy Electronics will remain open and operating with regular/normal business hours to continue to provide essential services per U.S. Department of Homeland Security (DHS) released advisory guidance.

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. Bevy Electronics Corp is not allowing any visitors to our location, besides those absolutely necessary to conduct business operations.
2. We have instituted additional cleaning procedures at our facility, including engaging in additional sanitizing services and enhancing our disinfecting procedures with our staff.
3. To decrease the number of employees on site, employees are working remotely when and where ever possible. This is being done methodically to ensure there are as few interruptions as possible while employees' systems are being set up outside of the office.
4. We are closely following instruction from local government and county officials.

We are all facing this new challenge together. As your custom cable assembly manufacturer, our goal is to limit any disruption to your business and operations. Please feel free to reach out to your representative with any questions. We recommend that you continue to monitor the CDC site for the latest updates: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html> .

Sincerely

Diana Miguitama  
President of Bevy Electronics, Corp.