



1095 Windward Ridge Parkway
Alpharetta, GA 30005
678.339.0012
www.innovative-circuits.com

A Message to Our Clients Regarding COVID-19

To our valued clients,

As we monitor the ongoing COVID-19 developments our top priority is to maintain the health and safety of our employees while continuing to provide a consistent level of client service. We wanted to reach out to you to provide an update on what Innovative Circuits (ICI) is doing in the wake of the current events.

ICI is currently open with full staffing and fabrication capability. As a subcontractor supplying parts for current open contracts to the United States Department of Defense, we are committed to filling the critical needs of our clients until we are directed otherwise. ICI is following the recommended precautions suggested by the Center for Disease Control (CDC), the state of Georgia and local authorities. We have instituted enhanced cleaning protocols in all areas of our facility. To maintain a sterile environment ICI has also restricted all visitors from entering our premises until further notice.

To date we have had no team members directly affected by COVID-19. If the situation presents itself ICI will be in alignment with the most up-to-date CDC guidance regarding COVID-19 exposure. This includes mandating strict quarantine rules for any employee who has been in contact with someone who has been exposed to or diagnosed with COVID-19. We also understand that employees may need to take time off to properly address situations related to social distancing measures including school closures and childcare. This may impact our staffing and program scheduling going forward.

We value our relationship with each of you and thank you for placing your trust in ICI. We are committed to staying connected with you as we all navigate these unprecedented times. ICI has a business continuity plan in place that we are prepared to initiate as required. If any changes occur to our business structure or your program schedule, we will notify you immediately.

Please feel free to reach out to your ICI representative for additional information.

A handwritten signature in black ink that reads "George Schudy".

George Schudy
President
Innovative Circuits, Inc.