



*Customized outsourced services for the electronics industry*

March 23, 2020  
BCP Systems, Inc. - COVID-19 Statement

Dear Customer/Supplier:

BCP Systems provides manufacturing services and parts to support the Medical and Aerospace industries and as such will remain open under the exemption from California Gov. Newsom's Stay at Home Order.

In addition to our support for the medical industry in the manufacturing of urgently needed ventilators, our services and parts are essential in supporting one or more of the 16 critical infrastructure sectors whose assets, systems, and networks, whether physical or virtual are considered so vital to the United States that their incapacitation or destruction would have a debilitating effect on security, economic security, public health or safety. Our customers have identified BCP Systems services and parts as essential to them maintaining their continued operations. Accordingly, as a service and parts supplier to their facilities we are therefore covered by the exception set forth in STATE OF CALIFORNIA EXECUTIVE ORDER N-33-30 (e.g., see the designation of "Aerospace Products and Parts Manufacturing" as being within the Critical Manufacturing Sector as outlined at <https://www.cisa.gov/critical-manufacturing-sector>).

In order to protect BCP Systems Employees, Customers, and Suppliers from the effects of the COVID-19 virus we have taken the following precautionary measures.

#### Training

Meetings have been conducted to address the COVID-19 Pandemic and ways to prevent the spread of the virus.

#### Facility Sanitation

Our facility team has increased sanitizing efforts of touch points in our building, including door handles, light switches, countertops, workstations and other areas where the spread of the virus is possible.

#### Workplace prevention

Employee workstations are at least 8 feet in length and provide at least 6 feet separation in the work area and break times have been staggered.

#### Limited Social Interaction

Unnecessary Supplier and Customer visits, either at our facility or theirs, are being suspended. All non-critical business travel, audits and other meetings have been cancelled.

Employees have been given the option to stay home and take leave of absence if they are not comfortable coming to work or believe that they or their family members may be at risk.

We wish you, and your family to remain in good health during this time.

A handwritten signature in black ink, appearing to read "Carlos Torres".

Carlos Torres  
President  
BCP Systems, Inc.