

Covid-19 Update **March 23, 2020**

“It takes Teamwork”

To all our valued partners, our customers and suppliers:

Phasetronics, Inc. dba Motortronics and its affiliate companies, including its sister and affiliated companies located in the British West Indies, the U.K, Korea and China are classified as essential businesses, according to the Department of Homeland Security definition.

We will stay open throughout this war against COVID-19.

The products that we manufacture serve the semiconductor, oil, gas, water, and wastewater industries, all of which are vital which then makes us a an essential manufacturer/supplier..

We will stay open and support our customer base through the war against COVID-19. We will be happy to help adjust inventory levels up and help with any anticipated customer needs.

Suppliers and internal COVID-19 supplies

Our focus over the last fifteen days has been to ensure the continuity of our supplies and parts that come from our vendors locally, in the State of Florida and in those States affected by a lockdown or a potential lockdown were either accelerated or secondarily sourced. This has included parts needed at all our factories here in the U.S and overseas and also included the necessary hygiene and cleaning supplies for the facilities in order to remain in compliance and in operation.

We have already [implemented](#) the local Health Department, the CDC and Homeland Security Recommendations and Guidelines below.

Smart working

We have relocated any personnel that is not required to be on the floors in the Production & Logistics operations to home-office. This will permit us to reduce the number of staff present every day in the company, and this will allow us to continue to provide support and advice to our customers.

Meetings and travel

All travel and visits have been suspended for at least the next 30 days
Meantime, any meeting can be held by phone, web or video calls. We use Teams and other internet based communications that are available.

Supporting the factory staff with CDC guidelines

No outside visitors or service providers have been allowed in any of our factories for over two and a half weeks. This will be continued until further notice. We have limited face-to-face meetings in the factory. Social distancing is practiced on the factory floor. We are spacing the workbenches to CDC guidelines, spacing the break room, etc., educating the workers on social distancing. Cleaning and sanitizing work area. We are wiping down all touch surfaces 3 times a day, engaging special night crew to disinfect/clean the plants; we are keeping in close contact with the local health department for updates. Instructing the employee if you feel sick, please stay at home.

We will continue to support our customers and ensure the safety and health and well-being of our employee through the war against COVID-19.

We will provide more updates as the situation continues to evolve.

We want to thank the customers and suppliers who have sent emails and letters providing us the support to show that we are an essential manufacturer, should that become a requirement to help our workers get to work and help us keep working on the factory floor.

As a team, we will help win the war against COVID-19. Please stay safe and healthy!

Regards,

Joyce Mitchell
Vice President

