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To Who It May Concern:

First of All it goes without Saying that amidst the “coronavirus’ outbreak”, we are all working through a generally confusing and frustrating situation where none of us really have the answers. This virus is currently dominating the news cycle, and it must also be dominating your personal and professional conversations as well. By now we are all aware of the severity of the COVID-19 and probably exhausted from the stress and anxiety of it all. While ValveTech does not want to add to the pressure, we do want to let you know how we’re dealing with it. Like many others, we are all trying to adjust to the new work from home lifestyle, and adjust our plans accordingly.

ValveTech is actively implementing our response to this situation while operating in an environment of uncertainty. As of January 4<sup>th</sup>, 2021 we have been forced to open ValveTech with an extremely small Skeleton Crew until the situation and risk becomes clearer. This is a complicated, unprecedented situation and these plans might change, and if so we will let you know. We are closely monitoring information and will follow all recommendations from the WHO, CDC, and NHS and in turn are acting responsibly and thoughtfully in our responses.

We appreciate your patience and understanding while we work plans for worst-case scenarios in both magnitude and duration while developing a list of structural changes that can be implemented should the crisis deepen or linger. Operational leadership must believe in and be willing to apply those changes before they become a necessity.

As always, we are available remotely so you can certainly send us questions via email. Please do not hesitate to contact the Management at ValveTech if you have any questions or concerns with orders waiting to be placed or if there are orders already in place. ValveTech is extremely sensitive to our customers’ needs including their schedules.

My apologies that this wasn’t a super dramatic email, we are just people that enjoy designing custom aerospace components. Outside of a reduced staff and people working from home, it will continue to be business as usual.

Lastly, I am not sure exactly what is appropriate for a company like ours to be talking and posting right now. Please feel free to let us know, feedback always is appreciated and it will continue to improve us.

Stay safe and take care of each other.

Warm Regards,

Erin M. Mullally  
President/Partner