



## **BRIGHTON-BEST INTERNATIONAL**

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March 16, 2020

Dear Valued Distributor,

This notice is to let you know that BBI is open for business as usual during this turbulent time. Whether it is steel costs, tariffs, or the COVID-19 pandemic, BBI's objective has always been to help buffer volatility to provide you with as much stability and continuity as possible from the supply side.

We have taken many protocols to keep our employees safe so that we can continue to operate our business.

- We are eliminating staff travel for business, both domestic and international, for 30 days or until further notice.
- All visits to our offices and warehouses by suppliers or vendors have been suspended for at least 60 days or until further notice.
- Any employees returning from overseas due to business travel or leisure travel will be asked to self-isolate for 2 weeks before returning to work.
- We have put into place a procedure to clean and sanitize our offices and warehouse every 4 hours.
- There are many other steps we have taken to ensure continuity for our employees so that our employees can continue to report to work and BBI can continue to operate.

This is a complex situation with BBI operating across different states and continents, so you can imagine our responses and situation may differ based on the region we are operating in. But we are closely checking updates from Local, Federal, International health authorities for guidance.

Regarding the factory situation in China, we have seen continuous weekly improvements and BBI is no longer concerned about access to products manufactured in China. The vast majority of our factories are up to 80-90% capacity. Taiwan has not been impacted by COVID-19 significantly so there are no supply issues there.

Thank you for being a valued customer and for your support as we navigate through these challenging times. You have our pledge, that we will do everything possible to keep our doors open so we can continue to service you.

Best,  
BBI Management