



3/23/2020

NOTICE TO ALL CUSTOMERS & SUPPLIERS:

TO WHOM IT MAY CONCERN:

COTSWORKS has been notified by its US Government customers, as well as our review of the State of Ohio guidelines, and determined that it meets the Essential Critical Infrastructure Workforce guidelines and will remain open in limited operations to fulfill military, defense, and critical industry production orders. We have implemented staggered shifts, increased cleaning, expanded work area rules, temperature checks, additional clothing guidelines, daily communications, and material storage precautions to reduce the risk of spreading COVID-19 within our facility.

COTSWORKS asks that all suppliers continue to produce and deliver all material on open POs as we will flow down these ECIW guidelines down to all vendors. If a supplier foresees any complication or risk of not meeting the guidelines set forth by their local governments and their COTSWORKS PO, we ask that they contact us immediately.

Thank you for your continued support.

Sincerely,

Ken Applebaum
Founder and CEO

