



2048 Mercer Road Lexington, Kentucky 40511-1071 USA • 859-233-4599 • www.audioauthority.com

March 26, 2020

Re: Response to Kentucky Governor's Emergency Order 2020-257 on COVID-19

Audio Authority management has monitored the COVID-19 situation daily and the local, state, and federal orders that impact our normal business operations. To this point we have maintained a full staff and normal business hours. Our company has strictly followed the recommendations of the CDC for enhanced personal hygiene, facility cleaning, personal distancing, and in some cases working remotely. Our first concern is always to preserve the safety of our workplace for our associates.

Effective Thursday, March 26, 2020 at 8pm the Governor of the Commonwealth of Kentucky, pursuant to a declared state of emergency, has ordered that only life-sustaining businesses may remain open. Therefore, Audio Authority will cease normal operations at that time until further notice. Many of our staff are furloughed until the emergency order is lifted and labor demand returns.

During this time, the Order provides for a limited staff sufficient to conduct Minimum Basic Operations to maintain the business assets, property, ensure security, process payroll and benefits, facilitate remote work, and related functions. Furthermore, because our business serves the critical financial and retail pharmacy industries with remote transactions communication equipment, we will continue limited operations to support our customers and ship product from our inventory during this time. Our phones will be monitored, and calls answered and/or returned during this time.

Most of our engineering, sales and support staff will be working remotely to respond and do everything possible to meet our customers' requirements. We will continue to monitor COVID-19 events and advise our customers at the earliest possible time of any delays that would impact current or future projects.

Our objectives at this time are to:

- to do our part in preventing the spread of the COVID-19 virus,
- keep our employees safe and healthy,
- support our customers to the greatest extent possible,
- preserve and protect our business relationships with vendors and business partners,
- and emerge from this crisis ready to meet the needs of a resurgent economy.

If you have any questions, please do not hesitate to:

- call (859-233-4599),
- send a web inquiry www.audioauthority.com/contact ,
- or email us CV19response@audioauthority.com .

The Audio Authority Management Team