



United States · United Kingdom · Germany · France · Nordic · Italy

April 2, 2020

TO: Glenair Customers
FROM: Peter Kaufman, CEO and Chris Toomey, President
DATE : April 2, 2020
SUBJECT: Temporary Closing of Production and Shipping Operations

Dear Trusted Customer,

Yesterday President Donald Trump warned Americans to brace for a “hell of a bad two weeks.” President Trump called it “a matter of life and death” for Americans to heed his administration’s guidelines in the Coronavirus pandemic that has already killed more than 3,500 citizens and infected 170,000 more. “I want every American to be prepared for the hard days that lie ahead,” Trump said.

Dr. Deborah Birx, the coordinator of the White House coronavirus task force mirrored the President’s remarks by stating it is now absolutely critical that “all Americans take seriously their role in preventing the spread of disease.”

Glenair has been taking its role in attempting to prevent the spread of the disease seriously for weeks while still seeking to meet its obligations as an essential defense supplier. We stopped allowing visitors to our facilities approximately three weeks ago. Within the last two weeks we directed non-essential staff to work from home and instituted staggered shifts to promote social distancing. We also allowed employees to stay home with pay if they felt sick or even uncomfortable coming into our facilities, in addition to other precautions.

Despite these efforts, Glenair’s employees have been impacted by COVID-19. Therefore, in the best interests relative to the health and safety of our employees and their families, and in light of the President’s statement, Glenair is temporarily ceasing on-site (production) operations on a worldwide basis, effective immediately until at least May 3, 2020. However, Glenair’s sales, marketing and other administrative staff will be working in normal capacity (i.e. quotations, order entry, drawing review, order status and related information) from home and available during this time, with email being the most efficient form of communication. We are also working on a plan to continue the availability of our same-day inventory of over 120,000 part numbers, which we are hoping to have in place no later than April 6, 2020.

Accordingly, please be advised that the quoted lead times on all previously confirmed orders will be impacted by a minimum of four (4) weeks. Please be assured that we are doing everything possible to meet our commitments and to support you through this crisis, but, our first priority is the health and safety of our employees and their families and on government directives as they evolve. Please understand that it may be difficult for us to provide precise impact and recovery details due to the rapidly changing situation, but that we are committed to providing more clarity as the situation becomes more stable and will be monitoring the situation on a daily basis. We would ask that you please contact your sales representative for status or impact.