



**Date:** 05/18/2020

**Dear Valued Customer:**

As providers of commercial lighting, electrical and technology upgrades, Illumetek has continued to take the necessary precautions to limit the spread of COVID-19. We have business continuity plans in place, including pandemic response measures, ensuring our teams are equipped to handle challenges.

Our contractors help us to provide valuable services to our customers. To protect our entire workforce, we're following the health and safety requirements to keep our employees and customers safe:

- Promote frequent handwashing
- Encourage workers to stay home if they're sick
- Encourage respiratory etiquette (covering coughs and sneezing)
- Practice social distancing (at least 6 feet apart)
- Use of face mask or face covering
- Discourage using other workers' phones, tools, or other devices when possible
- Maintain regular housekeeping practices and disinfect surfaces often

In an effort to safely maintain operations, we've developed a Pandemic Response Plan (found here: [illumetek.com/pandemic-response-plan](http://illumetek.com/pandemic-response-plan)) to be implemented where appropriate throughout the company and at all of our jobsites. We have an identified team of employees to serve on our "Pandemic Response Team".

With the implementation of these enhanced protocols and guidelines, our team is fully equipped to continue our delivery of quality customer support. We're still available 24/7 at (800) 644-2566 or at [hello@illumetek.com](mailto:hello@illumetek.com) as we continue to help you and your business needs.

*-Illumetek Corp.*