



Research Electronics International, LLC
455 Security Drive, Cookeville, TN 38506 USA

Tuesday, March 17, 2020

Dear REI Customers,

The Coronavirus (COVID-19) is disrupting businesses worldwide in a major way and we find ourselves in unprecedented times. Federal and international guidelines are changing rapidly, and REI is trying to respond responsibly in the best interest of our customers, employees, and community. Currently, there are no known cases of the virus in the Cookeville area; however, local, national and international travel restrictions have forced a number of students to cancel training at REI. Many of the tradeshow REI planned to participate in have also been cancelled or postponed. Following are some of the steps we are taking:

- Manufacturing operations will continue to the best of our ability as long as it does not jeopardize our staff or vendors
- Training classes are cancelled through April 10th, and we will evaluate further in the coming weeks. If you are registered for Training that has been cancelled as a result of COVID-19, email sales@reiusa.net to reschedule at a later time. For Training updates, refer to the REI Training web page at: reiusa.net/training
- We are limiting travel for REI employees and associates until further notice

Federal and/or State imperatives could alter these plans at any time. Please refer to the REI website for updates. We will continue to maintain a clean manufacturing operation and take precautions to support the health and safety of all.

Tom Jones
President, Research Electronics International, LLC