



To our valued Customers, Vendors, Partners and Employees,

The State of Illinois has executed a “Shelter in Place” Executive Order effective 5PM on Saturday 03/21/2020 through Monday 04/06/2020 to help slow the spread of COVID-19. All “non-essential” businesses are affected by this shelter in place order.

Talkaphone has been identified as an “Essential Business” because we provide emergency communication solutions to the public safety market including hospitals and healthcare facilities. As a result, our office and manufacturing operations will remain open during the Executive Order period.

Talkaphone has been proudly manufacturing products in the USA for over 80 years. Our production facility and corporate offices are located in Niles, IL, just outside of Chicago. Our office and union factory are dedicated to designing and manufacturing the most robust and reliable products and pledge a total commitment to our customers and partners.

To our customers, we are committed to supplying you with the industry’s leading security and life safety communication products and solutions tailored to meet your specific needs. We are working diligently with our supply chain to maintain our current lead times and delivery schedules.

To our suppliers, we are expecting you will continue to provide us the products and services that are part of our overall solution, and minimize the impact of any supply or service interruptions so our customers do not experience any delays in implementing their critical emergency communication solutions. We consider the role you play to be crucial to our Essential Business status.

To our partners, operationally we are on track building, testing and shipping orders so you may continue to serve your customers. Our technical support team is online and available to assist you through the installation and configuration of each new system you are installing.

Talkaphone places the health and safety of its employees as a high priority. We are not mandating any of our employees work on-premise during this time. Those present in our facility are here so on a voluntary basis. Many have elected to work from home and telecommute only when necessary. We are following the suggested best practices for prevention of viruses including COVID-19 as outlined by the Centers for Disease Control and Prevention. To that end we have implemented the following actions:

1. Posted CDC “Stop the Spread of Germs” signs throughout the facility
2. Placed hand sanitizers/disinfecting wipes at reception, conference room, and lunchroom

3. Established a policy that all visitors need to sign in and answer prescreening health questions before they are allowed to enter our facility
4. Practicing social distancing in the office and factory maintaining a minimum of 6 feet
5. Limiting social gathering in any area to fewer than 10 people
6. Instructing employees to stay at home if they are not feeling well
7. Restricted travel with our employees and encourage webinar-based collaborations methods for meetings

We are honored and grateful to be serving you and would like to thank you for your trust and confidence in Talkaphone.

Sincerely,

A handwritten signature in black ink that reads "Greg Sink". The signature is written in a cursive, flowing style.

Greg Sink
President/CEO