Firstly, I would like to express my appreciation to you for your ongoing support and understanding as we continue to navigate the Coronavirus outbreak across the world. I am pleased to share with you that as of today, all TT employees in China and across our global facilities, remain safe.

Following reports of increasing Coronavirus infections outside of Asia, TT has made the difficult but necessary decision to institute additional travel limitations worldwide. Additionally, we have proactively cancelled our attendance at several upcoming exhibitions. Preventing the spread of illness and keeping our employees and customers safe across our global facilities remains our top priority.

Events and Exhibitions
At this time, TT’s planned attendance at the following upcoming events has been cancelled. All mass-participation events which have not already been cancelled by the organisers or TT will continue to be evaluated weekly.

- APEC 2020 – New Orleans (cancelled by the organisers)
- 36th Space Symposium – Colorado Springs
- IoT Tech Expo - London
- Aircraft Interiors Expo – Hamburg (postponed by the organisers)

General Operations
- With permission from the Chinese authorities, operations resumed in our Suzhou and Dongguan facilities on February 10th.
- TT Electronics is strictly following the government quarantine policy, and all staff who are back to work are safe and well. Going above and beyond the local authority guidance, TT has also taken additional preventive actions to protect our team by providing items like face masks, safety goggles, gloves, and single use clothing.
- As of March 12th, our China operations have fully reopened.
- We are now focused on continuity plans in our UK, Europe and North American facilities and have instigated the same preparedness and risk management actions as we did in China. Ensuring continuity of supply remains our priority, and we will of course keep you informed on progress as we work tirelessly to minimise any future business disruption.

Capacity and Supply Chain
- Production capacity in China is currently around 90% and is expected to increase to 100% by April.
- Our Suzhou and Dongguan facilities remain actively engaged with government resources and centralised recruitment services to fill open positions as quickly as possible, while a decreasing amount of our employees remain home due to travel limitations within mainland China.
- Our local supply chain teams continue to collect information from domestic suppliers and distributors, 99% of which have now resumed operations with capacity averaging 80%.
- While attendance and capacity constraints within the local supply chain still presents a challenge for the coming months, TT’s China facilities remain well positioned to deliver on most, if not all customer commitments for the month of March.
For your information, the current travel guidance for all TT employees is summarised below:

**Travel and Safety Guidance**

Until further notice, there is still to be no travel whatsoever to category 1 or category 2 countries or regions. A full list of these regions, which are updated regularly, can be found [here](#). Group wide travel policies and associated restrictions shall now be extended to all TT facilities worldwide, and applied as follows:

- All non-essential business air travel will be by suspended until further notice; for the avoidance of doubt, internal TT meetings shall automatically be deemed "non-essential".
- This principle applies to both internal (within country) flights and travel by aircraft across national boundaries.
- All other means of transportation (car, rail etc) are unaffected at the present time.
- Meetings will be conducted through Microsoft teams, videoconferencing and telephone facilities, to avoid face-to-face meetings.

In addition, we have updated our visitor policy requiring all visitors to self-declare their prior travel over the last 14 days. Where appropriate, if there appears to be a risk with Category 1 or Category 2 territories, access will not be allowed.

We will continue to monitor developments carefully in the coming weeks and will provide updates as and when required. As we continue to assess the implications to our supply chain and planned delivery, visibility from customers on priority orders would be most appreciated and will enable us to properly plan the most urgent orders. Our customer service teams are available to answer specific questions that you may have, and as always, we will do our utmost to relay timely information to you on your order status.

Best Regards,

Richard Tyson
CEO