



Los Angeles Lighting Mfg. Co.

10141 Olney Street El Monte, CA 91731

(626) 454-8300 / www.lalighting.com

Manufactured in America for America since 1988

March 16, 2020

Dear Partner:

As a business with employees based in Los Angeles, CA, LA Lighting's top priority is to protect our people, our partners and our capacity to serve our customers.

In light of the spread of the Coronavirus (COVID-19), we are drawing on our long-established business continuity plans, as well as additional contingency resources, planning, and strategy.

We are assuring all clients that our plans and procedures cover all aspects of operations, logistics, supply chain, and inventory. They are designed to ensure maximum service levels are maintained and to minimize the impact caused by any disruptions.

L.A. Lighting is defined as an Essential Business that manufactures and supplies other Essential Businesses with the support or supplies necessary to operate. This may include an Essential Supplier for Biotech, Medical, and Defense Industries.

- We continuously monitor the health and working conditions of all our facilities.
- Many key employees are able to work remotely to support critical business operations.

In an abundance of caution and to ensure the safety of our employees and supplier partners, we are requesting that effective immediately, all interaction be via phone or video conference until further notice.

In addition, it is of utmost importance that we know our supplier community is acting pro-actively with their supply chain and is actively developing pandemic contingency plans. We need your input to make planning decisions regarding lead-time adjustments, open back-order delays, component shortages, factory staffing issues, and freight delays.

As a key partner, we thank you for your support as we work together through this time of uncertainty. We will continue to share our developing plans with you.

Los Angeles Lighting Manufacturing Company, Inc.
10141 Olney Street, El Monte, CA 91731
Main: (626) 454-8300 | Fax: (626) 454-8399