



# Vincent Associates<sup>®</sup>

803 Linden Avenue | Rochester, NY 14625

COVID-19 Update from Vincent Associates  
March 23, 2020

To our Customers, Vendors, and Suppliers,

As you are aware, the COVID-19 situation is changing daily. Recently, Governor Andrew Cuomo has issued Executive Orders 202.6 and 202.7 that all “non-essential businesses” reduce or eliminate on-site staff. However, Vincent Associates is considered an Essential Business supplying product into the Medical Instrumentation and Defense categories. Therefore, we are able to maintain operation to enable us to provide these essential products. We have also implemented a reduction of our staff to 50% and made it possible for work-from-home where possible and enacted social distancing policies.

With a reduction of our work force to a 50% capacity, this may affect our current open orders by increasing lead times. We do apologize for any delays and will continue to provide updates as they are presented. We also cannot rule out the possibilities of further disruptions in our supply chain could cause additional delays. This could be as a result of additional mandates by federal and state government actions. We will, therefore, continue to monitor the situation and will notify customers and vendors as required.

Additionally, in order to maintain our supply of essential products, we require a supply of components that enables us to assemble, test, and ship these products. Therefore, please let us know, if you are a vendor, if your operational measures during this time will affect the parts you supply. Additionally, please contact us if you are a customer and cannot accept products that we are scheduled to ship, for whatever reason.

Our focus is always on the safety and well-being of our customers, employees, and suppliers. We know that you are dealing with many of the same issues in your locations and we wish for you to stay safe and stay well during this difficult time. We will continue to share guidance and information as it becomes pertinent. As we have done for over 50 years, we continue to make customer service our #1 priority.

If you have any questions, please contact me at any time.

Sincerely Yours,

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