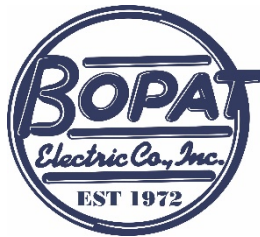


**Corporate Office**  
9160-B5 Rumsey Road  
Columbia, MD 21045  
PH: (410) 995-1715 Fax: (410) 720-0133



**Frederick, MD Office**  
305 E. Fourth St.  
Frederick, MD 21701  
PH: (301) 694-3726 Fax: (301) 694-7208

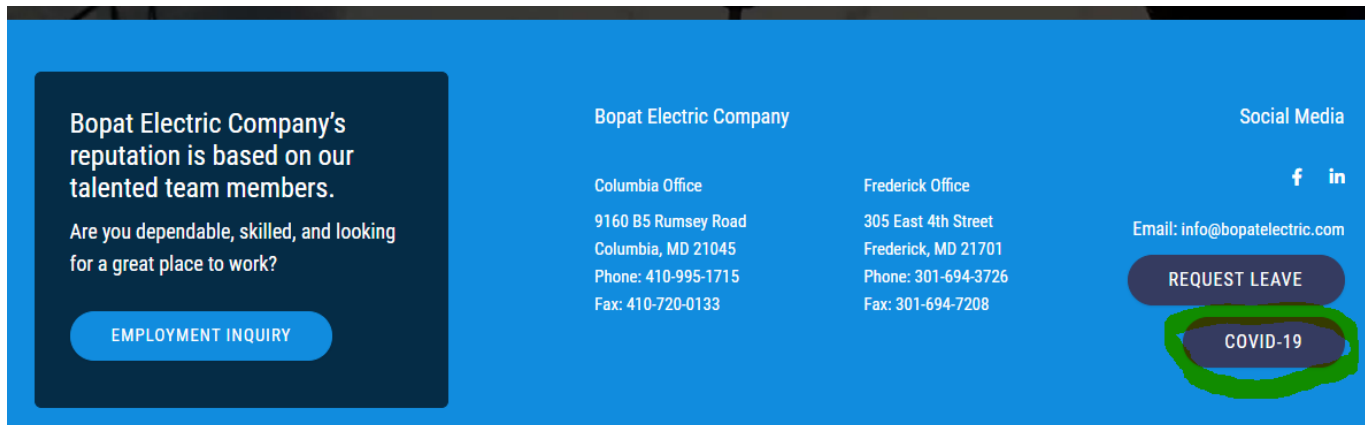
April 8, 2020

To our valued team members,

As we receive additional direction and information from our elected leaders and national health organizations, we will continue to adjust and adapt our operations and provide information to you. We understand you may be anxious and frustrated due to the virus – those feelings are normal. It’s important that you continue following updated CDC guidelines and information made available to you, in order to take proactive steps to protect yourself and others.

Stay updated by visiting the CDC web site <https://www.cdc.gov/coronavirus/2019-ncov/index.html> or by visiting the Bopat website [www.bopatelectric.com](http://www.bopatelectric.com) and clicking on the COVID-19 button found at the bottom of the homepage (see below).

**COVID-19 LINK CAN BE FOUND BY SCROLLING TO BOTTOM OF OUR WEBSITE HOMEPAGE**



The websites have a wealth of information that will provide guidance for ways to protect yourself and others while at home or working on a project. Information available will also answer almost all your questions. However, we want to ensure that we hear all your concerns and answer any of your questions. So, if after visiting the websites you still have questions, don't hesitate to reach out to the corporate office at 410.995.1715. Your call will be directed to the individual best qualified to help you.

We have placed an order for protective masks, and we expect delivery sometime next week. Once received, they will be distributed to all team members. If there is any other previously provided PPE item that you require, or supplies are running low, please notify us immediately so we can replenish the stock.

As an essential business, our entire management team appreciates your efforts during these unprecedented times to keep our projects moving forward. Continue to practice social distancing and working safely so you, our trade partners and clients stay healthy.

Be safe and stay healthy,

Bob, Rick, Chuck and Jim