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Subject: COVID-19 Business Continuity Plan – State of North Carolina

McNaughton-McKay Electric Company provides essential services and supplies to utilities, electricians, wastewater/sanitation organizations, hospitals and other critical infrastructure providers in our community and will continue to provide support to our critical infrastructure customers.

In addition to Stay at Home orders for Mecklenburg and Gaston counties, statewide Stay at Home orders have been announced for the State of North Carolina effective from 5:00 PM on Monday, March 30, 2020 until April 29, 2020. On April 23, 2020 an executive order extended these orders until May 8, 2020 unless these orders are modified, rescinded or superseded.

All of our locations in North Carolina remain open. That said, we continue to operate with adapted procedures in light of local developments.

- We continue to evaluate ways to keep our employees, their families and our community safe while battling the spread
 of the virus.
- We continue to follow and promote best practice guidelines from public health officials, the CDC and local authorities.
- We have implemented a Call-Ahead Order Pickup Policy at all facilities to reduce unnecessary contact while avoiding lengthy wait times.
- Wherever possible, employees are working from home to provide customer support while social distancing.
- Our delivery personnel continue to follow best practices and guidelines from public health officials, the CDC and local authorities.
- To limit exposure, we will be conducting meetings via phone or by digital means and may postpone or decline face-to-face meetings.

Our Customer Service teams are committed to serving you while protecting our community. We are in this together.

- Reach out to your local branch by phone during business hours (<u>view locations</u>)
- Access our 24/7 support line for after-hours support (view locations)
- Access online pricing and availability at www.mc-mc.com and utilize our live chat feature for support.
- Access updates on our operational status anytime at www.mc-mc.com/covid19
- Access communications from our manufacturers at www.mc-mc.com/covid19/manufacturers