

# DARRAH ELECTRIC COMPANY

5914 MERRILL AVENUE ■ CLEVELAND, OHIO 44102 ■ TEL: 216-631-0912 ■ FAX: 216-631-0440

**Power Conversion Solutions - Distribution - D.C. Power Supplies**



March 24, 2020

Reference: State of Ohio Director of Public Health Stay At Home Order effective 11:59PM Monday, March 23, 2020

Dear Business Partner,

We want to update you on the ever-changing circumstances surrounding COVID-19.

Ohio Governor Mike DeWine has issued a "stay at home" order (or a shelter in place) across our state which went into effect Monday, March 23 at 11:59 pm, until April 6 when it will be reassessed.

During this time, essential businesses are permitted to stay open. **Darrah Electric Company is an essential supplier and critical manufacturer** as defined by the U.S. Department of Homeland Security CISA memo dated March 19, 2020.

As a business that supports the manufacturing of critical infrastructure; i.e., transportation systems, control systems, power supplies, information technology, communications, financial sectors, chemical production, defense industrial base, and energy in the US, our products support the safe and efficient flow of goods and services essential to slow down the COVID-19 pandemic. **Therefore, we remain open for business.**

The Ohio "stay at home" order declares the following as essential:

**Manufacture, distribution, and supply chain for critical products and industries.** Manufacturing companies, distributors, and supply chain companies producing and supplying essential products and services in and for industries such as pharmaceutical, technology, biotechnology, healthcare, chemicals and sanitization, waste pickup and disposal, agriculture, food and beverage, transportation, energy, steel and steel products, petroleum and fuel, mining, construction, national defense, communications, as well as products used by other Essential Businesses and Operations.

## What does this mean for you?

**As one of our key customers, we remain open to service you.**

Darrah Electric Company has sent notice to all of our suppliers advising that our business is considered an essential business and that we are counting on them more than ever for all deliveries.

We have requested, should they be confronted with any issues or circumstances that will hinder them from delivering the agreed products, components or services, that they reach out immediately to us and share their contingency plan so we can take the right measures to keep production running.

**As one of our key parts suppliers, we view your company as essential to our ability to remain open.**

To continue production, we are counting on you more than ever for all deliveries. Only with your support can we keep our factory open and support our customers from all over the world relying on our products.

Should you be confronted with any issues or circumstances that will hinder you from delivering the agreed products, components or services, please reach out immediately to us and share your contingency plan so we can take the right measures to keep production running.

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**Please keep us posted in real time, so we understand the impact of a late or non-delivery by contacting [sheree\\_hunter@darrahelectric.com](mailto:sheree_hunter@darrahelectric.com) or +1 216-631-9937.**

Our factory remains open and will continue to receive all deliveries. You can be assured we are following all recommendations and have strict guidelines in place, including social distancing, to safeguard our workers and those making deliveries.

**Thank you! We are here to serve you and we are counting on your support.**

This is an unprecedented time for everyone, and the situation is changing daily. We are committed to maintaining our business operations and ensuring to deliver products with the highest quality and service without disruption. We are here to service our customers and we are counting on our suppliers support to help each other through this temporary crisis.

Thank you again for your ongoing partnership – in good times, and even more so in these challenging times.

With kind regards,

*Diana C. Darrah*

Diana C. Darrah  
Vice President, Sales

*Michael R. Darrah*

Michael R. Darrah  
Vice President, Operations