

June 3, 2020

A Message from the Desk of Edward J. Richardson, CEO and Chairman of the Board

Re: Richardson Electronics Return to the Office Plan

Thank you for your continued support of Richardson Electronics over these past very challenging months. Richardson Electronics is considered an essential business and has successfully continued its operations throughout the pandemic. Because of the hard work and commitment of our employees, many of whom are working from home but also all of those who have continued to come to the plants throughout the shelter in place directives, we've been able to serve our customers and suppliers without disruption.

We are following the Restore Illinois plan to getting our employees, customers, suppliers and vendors back in our US facilities safely and for the long term. There are five phases in the plan. Beginning June 1, we will enter Phase 3. Each phase includes steps we will take to accommodate more people and fewer restrictions as appropriate. In other Richardson locations outside the US, we are following all country guidelines. We will continue to follow all CDC and WHO guidance for personal safety. We understand we cannot let up now as we are not out of the woods (and may never be...). If there is a spike in COVID-19 cases in the county where we are located or in one of our plants, we will revert to stay at home orders.

In Phase 3, we will only bring back a handful of employees to our US locations, primarily senior management and those employees needed for our year end close. The health and well-being of our employees continue to be of the utmost importance to us. As a critical partner to your business, we will take every precaution to ensure our ongoing ability to provide you the products and services you need.

We will continue with these practices until further notice:

- Work from home if the role allows; we must protect our employees who have no option but to work from a REL facility;
- Follow social distancing and health organization guidelines for personal hygiene; wear face masks when it is not possible to maintain social distance requirements;
- Limit business travel to essential travel only and restrict interaction upon return;
- Limit face-to-face meetings between employees and with customers and suppliers both in our plants or at the customer/supplier site—opt for remote meetings;
- Visitors must be approved in advance and must wear a face mask at all times while in the facility;
- Require our employees and visitors to the facility to stay home if they are sick or to go home if they start to feel sick while in a REL facility;

- Require that anyone who has been in our facility who subsequently learns that he/she has had close contact with someone suspected of or diagnosed with COVID-19 to notify your REL contact immediately.

We wish all of you continued good health and much stronger, successful months for the remainder of 2020.

Thank you,



Edward J. Richardson
CEO and Chairman of the Board