

AeroSafe Global Coronavirus (COVID-19) Response

Dear Colleagues, Customers and Business Partners,

To limit the impact of coronavirus (COVID-19) on the company's employees, customers and business continuity, additional precautions have been implemented. These include new workplace protocols, enhanced cleaning procedures, and restrictions on travel and onsite visits.

For the safety of our employees, our customers and our community, we continue follow the COVID-19 hygiene guidelines from the World Health Organization (WHO), the Centers for Disease Control (CDC), and Health Canada.

From a supply chain perspective, AeroSafe is currently sustaining full operations now and anticipates continuing over the long-term. Our business continuity plan ensures we can continue to operate and deliver 100% of the time. Due to our comprehensive plan, that includes controls, contingencies and redundancies, our production, refurbishment and distribution sites remain fully operational.

We have implemented the following measures to minimize the spread of coronavirus.

A. Employees staying home

- We have encouraged employees who can fulfill their job responsibilities remotely to work from home, and currently most that have this option are doing so.
- Employees with flu or cold like symptoms must stay home, consult their doctor, and cannot return to work without the approval of their supervisor and a potential screening
- Employees that need to stay home due to family responsibilities are asked to inform their supervisor the day before (ex. small children out of school and no daycare)

To ensure customer and employee safety, and provide financial security for those who must take time off for sickness or family matters, the Company has implemented a SPTO (special personal time off) plan. This plan is 80 hours of additional PTO for all hourly employees to be used during these challenging times, and unused SPTO at the end of this ordeal will be paid out to employees.

B. Working onsite

Those that must come to work to be effective must practice good social distancing and hygiene practices

- Avoid meetings in person where possible, and limit in-person meetings to less than 6 people
- Teams should work in a rotating schedule (one from home, one at work)
- Create small teams of on-site work groups and minimize physical interaction between teams, limiting the exposure across different groups.
- Follow the COVID-19 hygiene guidelines from the CDC (hand washing, cleaning, etc.)

- Minimize exposure to others at work with distance (space out as much as possible) and time (work different shifts, take separate breaks)

In Rochester, NY, the Company has doubled the footprint of the refurbishment area (with the same number of employees) to spread out the refurbishment team and create acceptable social spacing. The work load is divided into “cells” that have dedicated teams, work space and break/lunch space. Finally, certain groups are working off-hours to further limit exposure.

C. Interaction with non-employees

Employees must limit their exposure with vendors, customers and the community in general.

- Limit on-site visitors to business critical functions only
- Limit employee travel to business critical only
- Truck drivers can no longer enter the building

D. Supplier Continuity

AeroSafe Global does not anticipate the Coronavirus will impact our ability to continue to deliver products and services to customers. We are in constant communication with our most important business partners to ensure a consistent and uninterrupted supply from our primary and secondary vendors.

AeroSafe has a broad network of supply chain partners. Our refurbishment materials and services can be sourced locally, and none are single sourced. Unlike other packaging providers who must consume raw materials to produce boxes every turn, the only material we need to continue to deliver refurbished boxes is corrugated material, for which we have 5 qualified vendors who are actively monitoring the situation and implementing their Business Continuity Plans as needed.

Currently AeroSafe has 3 locations in the US (Rochester, Louisville, Reno), one in Canada, and one in Europe (Germany). The four sites in North America give us appropriate redundancy for our American and Canadian customers, as each site has the capacity to supply our NA customers. We currently have 3 months of products in our European site, with more being received daily.

Please do not hesitate to contact us with additional questions.
Stay healthy and safe.

Best Regards,

Jay McHarg,
CEO
AeroSafe Global