



To: Advanced Plating Technologies Customers and Suppliers
From: Advanced Plating Technologies Executive Management Team
Date: March 23rd, 2020
Re: Advanced Plating Customer/Supplier COVID 19 Communication

Advanced Plating Technologies is closely monitoring the coronavirus (COVID-19) pandemic to ensure the protection of our employees and to maintain our ability to service our customers. We are continually evaluating the situation and will make adjustments to our policies as it pertains to this outbreak as the situation evolves.

Advanced Plating Technologies COVID-19 preventative actions:

-APT has implemented reminders on how important it is to practice good standard hygiene practices including hand washing, minimizing face contact and using hand sanitizer. We also ask that employees refrain from person to person contact such as handshakes, fist bumps, etc... and maintain as much space between coworkers as possible. We have provided additional hand sanitizer and instructional guides on proper hand washing in bathrooms and break rooms. We will also be performing daily cleaning/disinfecting of common to include break rooms, lunchrooms and conference spaces.

-APT has restricted business travel for sales and engineering staff and most of our customer meetings/visits over the upcoming months will be virtual or teleconferences.

-APT asks our supplier base to not make visits at this time, unless deemed critical to business operations.

-APT has been in contact with our supply chain to ensure no interruption of production critical items. We also ask that all suppliers and customers notify APT of any interruption of business that would prevent product from coming in.

-APT also asks that if any employee feels ill in any way that they stay home until fever free for at least 48-Hrs. If out for illness with a fever you will be required to submit a doctor's verification of your health status prior to returning to work.

-Based on these unprecedented circumstances, APT will work with employees that need time away from work for family accommodations you will be required to present a written schedule/plan to your supervisor such that they can review and manage in conjunction with other employee's needs. Without a written request, any absences will be considered unexcused. Our standard PTO policy will apply for any time away from work for the immediate future.

-At this point, APT will not be implementing a remote working policy as the nature of our business is one that requires a majority of our staff to be on the premises in order to be able to perform their jobs effectively. Our goal during this difficult time will be maintain our part in our customer's supply chain



and continue to provide our services. However, we will be monitoring this as well and making necessary changes when needed.

Advanced Plating Technologies COVID-19 Response Protocol:

If Advanced Plating Technologies were to experience an occurrence of COVID 19 within our facility, our response would follow the most current guidelines dictated by state or federal regulations up to and including suspending our business activities until such a time that our facilities can be cleaned and ensure that are staff have not been exposed and we can provide a safe return for our employees to resume operations. Obviously, the situation that is occurring right now is unprecedented and very dynamic, so we are doing are best to stay on top of these changes.

At this time, based on the nature of the business we support, Advanced Plating Technologies has been designated an Essential Business and would remain open during a potential mandatory “stay at home” order.

Advanced Plating Technologies (BCP) Business Continuity Plan and (RMP) Risk Mitigation Plan:

The APT Executive Management Team is meeting, on a daily basis, to discuss and review any new developments that arise from the COVID-19 outbreak.

In the event of a business interruption our executive management team will ensure timely communication with all customer and suppliers as to the nature and duration of the business interruption. In dire cases of need, APT will work with customers to either find alternate sources metal finishing sources for their needs or broker outside plating services through Advanced Plating Technologies.

Our management team has also been identifying additional potential risks to our operations Advanced Plating Technologies has been working diligently to ensure that are staff is crossed trained and there is enough staff available to be cross trained in case of high rates of absenteeism. Additionally, APT has identified all mission critical supplies/products that are essential for APT to continue to process. We have decided to increase our current inventory of these items as well as ensure that we have multiple approved vendors to be able to procure these items from.

As we all navigate through these difficult times, our goal at APT is to keep our staff, family, and friends safe as we continue to service the needs our customers.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Lindstedt', written over a light blue horizontal line.

John Lindstedt

CEO

A handwritten signature in black ink, appearing to read 'Matt Lindstedt', written over a light blue horizontal line.

Matt Lindstedt

President

President