



Concord Supply Inc.

Advanced Packaging Technology

COVID-19 Update

As the COVID-19 pandemic continues, the uncertainty and gravity of the situation forces us to face this challenge. Concord Supply Inc. is a manufacturer identified as an **Essential Business** providing a multitude of products for many diverse markets and has remained fully operational throughout the pandemic. At Concord Supply, it is our top priority to help ensure the health and safety of our employees, their families and you, our valued customers. We are closely monitoring the pandemic and are strictly following the directives and recommendations of the Center for Disease Control and Prevention (CDC). Concord Supply Inc. values the relationships we have with every customer and stand committed to you.

Concord Supply will remain open for business, fully staffed and operational. Our Sales and Customer Service teams are available for your product and service needs. Where possible, please consider email and phone as your preferred method of communication. Our corporate departments, manufacturing and distribution lines are running normally, receiving incoming shipments from suppliers, and making outgoing shipments to customers. However, continued government restrictions and limited availability of transportation may continue to cause some delays in the supply chain. Please contact the sales team for your specific questions.

Concord Supply communicates regularly with our suppliers to obtain updated status information and keep our customers informed of any potential change that may impact the delivery of their orders.

Concord Supply's action plan for Covid-19 prevention:

1. Established a Covid-19 Response Team consisting of Senior Leadership representing all aspects of our business
2. Daily monitoring of the CDC website and the State Health Department website
3. Suspended all travel and moved meetings online
4. Suspended visits to our facilities, non-essential visits to customers and vendors
5. All personnel temperature checks as they come into the facility
6. Hand sanitizers, wipes and other cleaning supplies are located at each workstation for employees' frequent use
7. Increased cleaning of all frequently touched surfaces, focused on cleaning equipment and work surfaces between shifts
8. Employees working remotely, with more being set-up as circumstances require
9. Advised employees how to stay safe and avoid spreading the virus. Protocols are in place, based upon CDC recommendations, addressing employees who report to work sick, who call-in stating they or a family member is sick, or who have been exposed to an individual diagnosed with COVID-19.
10. Prepared with contingency plans to shift production in the event of any disruptions

We remain committed to serving our customers and supporting our employees. As the situation evolves, we will remain in contact with you. Should you have any questions, please feel free to contact us.