



**To our employees, partners, and suppliers around the world:**

As we work together to get through the COVID-19 global pandemic, we would like to inform you of our efforts to protect our partners, suppliers, employees and their families, which is our first and foremost priority. Period.

**Workplace Safety**

- Effective last week, all Provis office personnel have been working from their homes until further notice.
- For our factory personnel, we are moving from 1 production shift to 2 production shifts to enable social distancing following World Health Organization (WHO) guidelines.
- We have implemented new sanitary procedures at our factory to keep our production teams safe.

**Communications**

- There will be no disruption to Provis communications.
- All employees working from their homes have remote access to internet, telecommunications technology and company servers, which has always been part of our safety contingency plan.
- We are transitioning all employee, supplier, and partner meetings to electronic communications platforms.

**Production Lead Times**

- Our production lead times have not changed, nor do we expect them to change.

**Supply Chain**

- We currently have 4 months of raw material inventory on hand, which we believe is sufficient to get us through any short-term supply disruptions, if they occur.

**Logistics**

- For our European partners, International Road Transport (TIR) trucking has not yet been impacted.
- For our North American and Australasian partners, air cargo transportation capacity has been reduced by the temporary ban of “belly” cargo on passenger flights. We have identified alternative means of air cargo transport vis-à-vis cargo-dedicated aircraft, but estimate this re-routing will result in an additional 2 to 3 days transit time from our factory.
- Air cargo pricing is currently in a state of flux, and carriers are not making long-term pricing commitments. Therefore, we cannot guarantee air cargo pricing to our partners.

Lastly, we cannot stress enough: please keep your friends and family safe by practicing aggressive social distancing within your communities. We will get through this crisis together.

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