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To Whom It May Concern,

With the COVID-19 global pandemic continuing to evolve rapidly, we felt it important to share with you a brief summary of the steps implemented as part of our Business Continuity Plan (BCP) at Advanced Rubber Products (ARP).

ARP is responsible for providing a manufacturing work place that to the best of our ability keeps our employees safe from contracting this health issue. Along with the safety of our employees, our top priority is also to ensure that we continue to provide high-quality, uninterrupted products and service to our customers. In preparation for events such as COVID-19, we have a Business Continuity Plan designed to help us manage a variety of business-critical situations to ensure our customers receive the best, uninterrupted service throughout this time of uncertainty.

In response to COVID-19, we have now activated portions of our BCP, which will enable us to maintain production, meet our customer's requirements and deliver the quantities of products needed within the time frame they have requested.

Key facets of our plan implemented to date:

- Restricted access to manufacturing facilities with only authorized employees allowed on company grounds
- Daily disinfection of surfaces throughout the facility
- Clorox Disinfecting Wipes provided to all work centers, break areas and rest rooms
- All Purell Hand Sanitizing Stations re-stocked with new product
- Posters displayed in all bathrooms, breakrooms and communication boards detailing the World Health Organizations recommendations for preventing the spread of COVID-19
- Company attendance policy adjusted to temporarily suspend absentee penalties to encourage sick employees to stay home
- The ability for affected office employees to work remotely to maintain open communication with customers, suppliers and manufacturing operations

Please contact me if you have any additional questions or comments.

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