



RELEASE: Advanced Composites, Inc. Covid-19 (coronavirus) Action Plan (03/13/2020)

To Advanced Composites, Inc. Customers:

Advanced Composites, Inc. (ACI) is closely monitoring COVID-19 (coronavirus) developments. We are paying particular attention to information and recommendations being put out by the Center for Disease Control (CDC) and the state of Utah (<https://coronavirus.utah.gov/>). ACI is committed to taking prudent actions on behalf of our employees, their families and all our customers. We are currently not experiencing delays or disruptions with any of our programs. However, we do understand the need to be vigilant, as well as flexible, to maintain a high level of service.

We are focused on keeping operations open while ensuring that proper precautionary steps are taken to keep our workforce as safe as we can in the current environment. ACI has a workforce that receives significant cross-training and we believe that this will certainly aid our operations in on-time deliveries of quality product. There may be unanticipated disruptions in the coming weeks and months but ACI is positioning itself with our supply chain to maintain a robust supply of raw materials to keep product moving. We encourage our customers to contact us and assist with prioritization of their orders, so we ensure that the most immediate requirements are addressed first. ACI will update this document regularly as circumstances change.

Operations Plan

- We have implemented cleaning protocols to address all touch surfaces; doors, manufacturing and inspection equipment as well as flat surfaces are cleaned regularly with a virucide throughout the workday.
- ACI is propping open commonly used doors where possible and where FOD is not an issue to any product. We are reviewing all opportunities to reduce touches in the shop.
- We are providing cleaning supplies and requiring employees to clean common areas after use – wiping down tables, chairs, microwaves, etc.

- We are discussing social distancing practices at daily standups; staggering lunches to reduce group gatherings; and working to increase work cell distancing where practicable.
- ACI has had Hand Sanitizer stations in place and will increase this number.
- ACI is limiting local will call pickups to emergency requirements only to better protect our drivers as well as sharply limiting delivery interactions by accepting product on the dock only.
- ACI is demanding that employees not come to work if sick and will work individually with all employees to ensure that PTO, vacation or other measures underscore their importance to the organization and fellow workers.
- At this time, ACI is maintaining two work shifts to better ensure worker distancing and equipment utilization.

Travel To/From Advanced Composites, Inc.

- ACI has suspended business travel through 4/30/2020 and will monitor activity past this date very actively.
- ACI will consider visitors for critical business only, and visitation must be pre-approved by a member of the ACI management staff.
- All opportunities to conduct business electronically via email, web-based meetings and Microsoft Teams are fully deployed.