

COVID-19 SAFETY MEMO



LIONHEART
INDUSTRIAL GROUP

March 14, 2020

Dear Valued Business Partners:

As the COVID-19 pandemic is quickly evolving, Lionheart Industrial Group and all our business units would like to assure you that we are closely monitoring the situation and are taking necessary steps to keep our operations running. We would like to share with you the precautionary measures we are taking to maintain a safe and healthy environment for all our employees, associates and valued business partners like yourselves.

Our intention is to operate as normal as possible so that we can continue our support and services to you, while keeping everyone healthy. The safety measures we are taking includes the following:

- ❖ Discouraging all travels and prohibiting international travels for at least 30 days.
- ❖ Limit in-person meetings while encouraging teleconferencing.
- ❖ Cancellation of attendance to tradeshow in the next 30 days and postponement of training classes at our facilities.
- ❖ Employees who exhibit symptoms of the COVID-19, potentially exposed to anyone who has tested positive or returning from travels in high risk areas, as defined by the CDC Travel Health Notices, must inform management and work from home. We will require a doctor's clearance before returning to work.
- ❖ Reviewed with all employees proper cleaning and hygiene procedures.
- ❖ Providing hand sanitizers for our employee use on site.
- ❖ Provided CDC fact sheets on the virus for reference on how to stay healthy.

We will continue to be flexible and vigilant in our measures to match the appropriateness that is required of the COVID-19 development. We thank you in advance for your cooperation and understanding during this critical time. We welcome any questions or thoughts that you may have at any of our business units.

Sincerely,

Vanessa Mai
Founding Partner, Executive Vice President

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