

April 2, 2020

To: All Employees
From: Matt Greene
Subject: Temporary Production Suspension

COVID-19 is a health threat to all of us and our families and has caused a major disruption to our customers and to the orders that Safe Flight depends on to support the company.

To combat the virus and limit its spread, we are suspending manufacturing operations for next week, Monday, April 6th through Friday, April 11th.

All hourly production employees will continue to be paid based on the current 32-hour work schedule. Those hourly and salaried personnel who can work remotely, will continue to work a 32-hour week from home. Only SFIC-designated essential personnel will be permitted in the building during this time.

We will continue to monitor the situation and will notify all employees via the Safe Flight Alert Notification System, on our website (www.safeflight.com/alerts) and by email, next Thursday, April 9th of the work plan that will be put in place for the following week of April 13th - 17th.

There are several state and federal programs which may assist the company and employees through this crisis. We will share information on the impact of these as they become available.