

April 9, 2020

To: All Employees  
From: Matt Greene  
Subject: Week of April 13<sup>th</sup> Schedule Update

As we assess the changing health and economic environment, the following schedule will be in effect for the week of April 13<sup>th</sup> – 17<sup>th</sup>.

- Production and repairs will continue to be suspended for the week; with the exception of a limited production run of parts that our customers have requested we ship.
  - For these parts, we have arranged a schedule that will require minimal personnel to accomplish the work while maintaining maximum social distancing in the plant.
  - Your supervisor will contact you directly should you be requested to support this production plan.
- Hourly production and repair employees will continue to be paid based on the current 32-hour work schedule.
- Those designated 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.

There are several state and federal programs which may assist the company and employees through the pandemic. Safe Flight has registered all employees on the N.Y. State Shared Work Plan. Should you have any questions or issues with this program, please contact Maria Ferrara at [mferrara@safeflight.com](mailto:mferrara@safeflight.com).

We continue to monitor the situation and will notify all employees via the Safe Flight Alert Notification System, on our website ([www.safeflight.com/alerts](http://www.safeflight.com/alerts)) and by email, next Thursday, April 16<sup>th</sup> of the work plan that will be put in place for the following week.