

July 23, 2020

To: All Employees  
From: Matt Greene  
Subject: Revised Work Schedule Beginning Monday, August 3<sup>rd</sup>

The measures and protocols we have implemented have proven successful in keeping a safe working environment, however, the reduced shipping demand for our products and impact on engineering developments warrant that we remain on a 32-hour week through September 4<sup>th</sup>.

Effective Monday, August 3<sup>rd</sup>, Safe Flight will transition to an 8-hour day, 4-day work week operating Monday through Thursday for all employees. The facility will be closed on Friday.

Employees remain eligible for the NY State Shared Work Program and should continue to file claims as you have in the past. The Federal Unemployment Benefits are scheduled to expire on July 31<sup>st</sup>. The week ending on Sunday, July 26<sup>th</sup> is currently the last week in which NY State employees would qualify for the Federal Unemployment Benefit. Congress is working on another round of stimulus to provide financial assistance for employees. As these become better defined, we may further adjust the work schedule.

We will continue to monitor the economic and health environment and communicate relevant information through the Safe Flight Alert Notification System, on our website ([www.safeflight.com/alerts](http://www.safeflight.com/alerts)) and by email.