



March 30<sup>th</sup>, 2020

To our Clients, Partners, Employees and Friends,

Over the past two weeks, our management team has been actively monitoring the ever-evolving health concerns and economic impact of the COVID-19 pandemic. The health and safety of our employees has always been our top commitment and remains as such today. Dating back two weeks now, we have enacted protocols to maintain the safety of our team and to continue to deliver the type of service that we have staked our name upon.

First and foremost, we will continue to follow local, state and national agency guidance as to the maintaining the well-being of our staff and doing our part to prevent the spread.

We have also implemented the following policies:

- All office employees and anyone that does not need to be physically present in our facility to perform their job has been instructed to work from home. We are currently at full operation while working remotely via conference and video calls.
- Our manufacturing team remains hard at work to continue to deliver essential projects. That being said, we have implemented split shifts to reduce the number of employees in the building at one time. We also start and end each shift with a general disinfecting, while maintaining social distancing rules and following CDC recommended hygiene procedures.
- Many construction sites in New Jersey and Pennsylvania have been deemed essential, as such we will continue to deliver whenever and wherever possible while following safety guidelines.
- All of our installation department has been briefed via a "Job Hazard Analysis" with specific regards to COVID-19 risks and reviewed for each worksite. We will continue to observe CDC recommended hygiene procedures and a social distancing.
- Our employees have been instructed to take their temperature every morning prior to leaving for work. Anyone showing signs of a fever has been instructed to stay home and contact their healthcare provider.
- Any employees showing any signs or symptoms of COVID-19 has been instructed to stay home and contact their healthcare providers. No employee will be allowed to return to work until no symptoms have been observed for 72 hours.

Nova Sign Group will continue to commit to operating safely while providing most services without schedule interruption, however we do anticipate delays with jobsites shutting down.

We thank you all for your continued support at this time. If there is anything we can do to ease your business concerns during these difficult and somewhat uncertain times, please feel free to reach out. We will continue to actively monitor the situation and react accordingly. Please continue to stay safe.

Sincerely,

A handwritten signature in black ink, appearing to read "Corey Kennedy", with a horizontal line underneath.

Corey Kennedy  
COO