



## **Business Continuity Update Regarding COVID -19**

Dear Valued Albi Customer,

At Albi, our priorities are the health and safety of our employees and the continued safe operation of our Albi manufacturing plant in East Berlin, Connecticut to supply our Albi customers. Thankfully we have no incidents of COVID 19 among our employees and our Albi plant is operating at full production.

Last week we planned for business continuity during the COVID-19 situation and we are confident that in the coming weeks we will be able to provide our customers with the Albi intumescent materials they need.

Below are the additional efforts we are currently taking or plan to take in the coming weeks.

### *Safety*

- Providing additional cleaning and disinfecting supplies while implementing daily disinfection of work surfaces in the plant /offices.
- Stopped all non-essential visitors to our plant.
- All employees have been instructed not to remain at work if they display any adverse medical symptoms.

### *Business Continuity*

- Our critical business functions are able to operate remotely (Customer Service, Procurement, Finance, etc.).
- Customer Service is now working remote and Cathy Nye can be contacted at the usual numbers (860) 828-2164 (direct dial) and (860) 828-0571 ext. 289.
- In addition, please feel free to reach out to Matt Auchy at (860) 817 3234 and Daryl Orlich at (860) 985 3138 for any questions.
- Working closely with all carriers and supply chain partners regarding their individual business continuity plans.
- Stockpiling of critical raw materials is complete, and we have full visibility on inbound Albi raw materials for the next eight weeks.
- Adjusting shift patterns in the plant to ensure 24/7 operations.
- “Chain of Command” established in the plant in the event of illness of supervisors, plant chemists, and operators.

Albi remains fully operational and we look forward to continuing to support our Albi customer requirements. You can also reach me directly at (860) 828 2147.

Dr. Paul H. Stenson  
President & CEO