

Many of our customers have inquired about our plans to address possible business interruptions as a result of the public health concern of Covid-19. Our company has engaged in typical Business Continuity planning, but we currently face new challenges that are requiring changes to our operational plans as well.

The highest priority focus is putting in place a plan to keep our employees, customers and suppliers safe while minimizing office work disruptions that may affect productivity. Here are the main changes that we are implementing to limit the impact and maintain business continuity.

Social Distancing:

- Non-essential travel, office visitors, and attendance of gatherings with more than 10 people have been restricted and require executive approval. This includes a restriction on travel between our two main offices.
- Starting March 20th, we will be implementing plans to allow additional employees to work remotely to further restrict the potential for community transmission.

Information Technology:

- We have adequate hardware, software licenses, and infrastructure to allow all employees to work remotely if needed.
 - All Employees are being properly trained on remote network access should the need arise to move to a remote workforce.

Workforce management:

- Manager supervisors are being advised on how remote workforce management will be different compared to their normal process.
- The collaboration tools such as Microsoft Teams are available to them will be a key part in maintaining constant contact.
- Project managers are collaborating on all projects to allow for a backup strategy in the event that one is out for an extended duration

Preparing for supply chain disruptions:

- Key vendors and subcontractors are being actively managed in order to maintain direct updates on supply disruptions.
 - We are looking for these disruptions weekly with key suppliers to remain vigilant against any foreseeable issues.

The situation is very dynamic and changing rapidly. Our senior leadership team at LDX Solutions is meeting daily and sometimes more frequently than that. If changes happen that could impact a customer projects, we will be proactive in notifying a customer of the problem as soon as possible.

Thank you for your understanding during these challenging times and for your patience as we adjust to new challenges the company is facing.