

AEROGO NEWS

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AeroGo adapts operations in response to COVID-19 pandemic

Letter to employees from AeroGo President John Massenburg on March 17, 2020

The Coronavirus pandemic is impacting us all. We are moving to protect all of our stakeholders as well as we can, putting preventive measures in place, whilst sustaining our critical business activities. I want to thank you all for your efforts during these difficult times. Our response to this crisis is being centrally managed through the AeroGo HR team. The team defines AeroGo's guidelines & policies and will coordinate with our associates around the country. As mentioned above, our first goal is to ensure that our employees, their colleagues at our customers, suppliers and partners, and all of our families stay safe. Our second goal is to guarantee the continuity of our business and our

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customers', suppliers' and partners' businesses, so that we can all continue to serve our customers. Therefore, we wanted to communicate our COVID-19 Emergency Response Plan to hopefully provide some peace of mind as the next few weeks & months unfold:

AEROGO HAS DECIDED TO IMPLEMENT TELECOMMUTING FOR CERTAIN POSITIONS:

The Company has identified positions that are equipped and capable to conduct work remotely. Those positions eligible will be notified by their manager and work schedules will be established to meet business needs. Unfortunately, not all positions are qualified to work remotely and the company reserves the right to solely make this determination.



COVID-19, also known as the Coronavirus, is a global phenomenon

IN THE EVENT THAT AEROGO IS MANDATED TO INSTITUTE A COMPANYWIDE SHUTDOWN:

- The company will announce this as early as possible to provide employees time to plan for this change. We realize this may be a challenge to our employees and so we have made the decision to provide financial stability during these uncertain times.
- The company will provide full pay for the first two weeks of the shutdown, under a Special pay code. Employees will not be required to use any PTO (sick or vacation) balances they may have during this phase.
- At the end of these two weeks, we will announce either: 1) Return to Work, or 2) Extension of the company shutdown for an additional period. We will attempt to provide at least 4 days advance notice of this decision.
- If an extension of the company shutdown is announced, employees will have two options to choose from:
 - 1) Wages utilizing their accrued PTO time, or
 - 2) Leave Without Pay.

To provide financial continuity, AeroGo will allow employees to borrow up to 80 hours of PTO, if needed.

At the end of this next period, we will announce company plans going forward to resume business operations.

Coping with stress during trying times

The outbreak of coronavirus disease 2019 (COVID-19) may be stressful for people. Fear and anxiety about a disease can be overwhelming and cause strong emotions in adults and children. Coping with stress will make you, the people you care about, and your community stronger. Self-care during an emergency will help your long-term healing.

Everyone reacts differently to stressful situations.

How you respond to the outbreak can depend on your background, the things that make you different from other people, and the community you live in. People who may respond more strongly to the stress of a crisis include

- Older people and people with chronic diseases who are at higher risk for COVID-19
- Children and teens
- People who are helping with the response to COVID-19, like doctors and other health care providers, or first responders
- People who have mental health conditions including problems with substance use

If you, or someone you care about, are feeling overwhelmed with emotions like sadness, depression, or anxiety, or feel like you want to harm yourself or others call

- 911
- Substance Abuse and Mental Health Services Administration's (SAMHSA's) Disaster Distress Helpline: 1-800-985-5990 or text TalkWithUs to 66746. (TTY 1-800-846-8517)

Stress during an infectious disease outbreak can include

- Fear and worry about your own health and the health of your loved ones
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems
- Increased use of alcohol, tobacco, or other drugs

People with preexisting mental health conditions should continue with their treatment and be aware of new or worsening symptoms. Additional information can be found at the Substance Abuse and Mental Health Services Administration website.

April Anniversaries



Paul Jakse
16 years



Anthony Jones
15 years



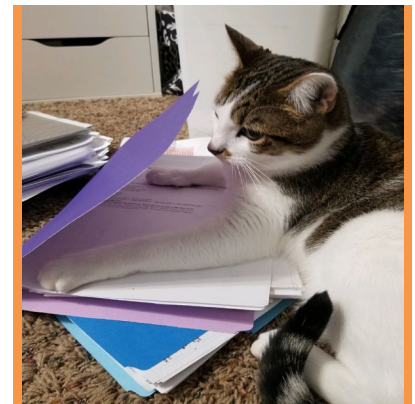
Angel Cruz
13 years



Nitin Malhotra
1 year



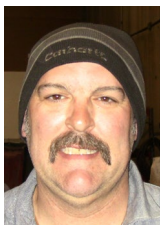
Travis McGaughey
1 year



April Birthdays



Mike Anderson
April 5



Torg Lindberg
April 6



John Siemssen
April 9

2020 Events and Holidays*

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|-------------------|----------------------|
| May 25, 2020 | Memorial Day |
| July 3, 2020 | Independence Day |
| September 7, 2020 | Labor Day |
| November 26-27 | Thanksgiving holiday |
| December 24-25 | Christmas holiday |
| December 31, 2020 | New Year's Eve |

* Dates are subject to change

COVID Co-Worker

Kari sent a photo of her new work-from-home co-worker. This cat must not have read the news, because it refuses to comply with the new social distancing rules!

Quote of the Month (2 for 1 special):

"Tough times never last, but tough people do."— Robert H Schuller

"Things turn out the best for the people who make the best of the way things turn out."- John Wooden