



March 26, 2020

A MESSAGE FROM LEADING EDGE INNOVATIONS REGARDING THE COVID-19  
CORONAVIRUS OUTBREAK

To all our valued Customers and Suppliers:

I would like to inform you that Leading Edge Innovations (LEI) has been actively following the spread of the COVID-19 Coronavirus outbreak and closely monitoring information that is being disseminated by Federal, State, and Local authorities. In fact, on March 21, 2020 the governor of New Jersey, the state in which LEI is located, issued a mandatory "Stay-at-Home" Executive Order which effectively shuts down all non-essential retail businesses except for a few categories. Non-retail businesses are also being instructed to permit all personnel who can work from home to do so. Further, the state has requested that social distancing of at least 6-feet be practiced until further notice.

LEI will comply with this Executive Order and has taken additional steps to protect the health of all our employees while ensuring the continuity and quality of the materials and finished units that are supplied to our customers. LEI has implemented the following program:

1. To control the spread of the virus, we are mandating that all our employees follow the guidelines of the Center for Disease Control (CDC) and the World Health Organization (WHO) especially:
  - a. The frequent washing of hands
  - b. The regular use of the hand sanitizer made by LEI which has been provided to each employee
  - c. The wearing of face masks at all times
  - d. The use of latex gloves when handling materials and in production
2. We are reducing the proximity of our employees by:
  - a. Providing a separate office or workstation for each person
  - b. Requesting that employees not congregate in confined locations such as offices and never more than 3-4 individuals at a time for conference room meetings
  - c. Having those employees who can work from home do so
3. We have greatly increased both our regular and informal sanitization practices in the plant, warehouse, laboratories, and offices using disinfecting solutions recommended by the CDC which are provided to each employee.





4. We have closed our facility to all visitors unless there is an emergency and we have restricted any employee visits to other companies until the Stay-at-Home Order has been lifted.
5. Any employee manifesting signs of the Covid-19 disease such as fever, persistent dry cough, or shortness of breath will be sent home immediately and cannot return without a doctor's written approval.

With respect to product supply, we are currently not experiencing any major disturbances. To ensure business continuity, our Purchasing department is seeking to lock in a supply of raw materials and to identify alternate sourcing for many key ingredients. However, this situation is very fluid so we will certainly keep you updated if there are any changes to the above.

We ask for your patience during these unprecedented times as we transition our operations and processes to support your needs with our temporarily reduced onsite staff. There may be a slight, and hopefully temporary, delay in receiving your samples or production bulk. However, we will not sacrifice quality. We are using best efforts to produce to our planned schedule, using the same protocols and procedures we have always used and making every effort to meet ship dates within our time guidelines.

As mentioned above, these are unprecedented times. We all are experiencing an uncertain future with no known duration. Hopefully the situation will not last long and some degree of normalcy will return. We sincerely wish that all our Customers, CM Partners, Suppliers and our communities are safe and remain healthy.

James M. Wilmott, CSO, General Manager