

MEMO

Date: 3/15/2020

To: MAPP Employees & Customers  
From: A message from our CEO about COVID-19

I wanted to personally reach out to you and provide an update on the actions that MAPP Technologies is taking to help prevent the spread of the Coronavirus known as COVID-19. MAPP continues to closely monitor three main information sources for our decision making: The Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO) and state and local government recommendations. MAPP's leadership team meets daily and we will adjust as necessary. We feel a deep sense of responsibility to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, our customers, and our community. We want to ensure the continuity of business operations during the COVID-19 situation. We ask all employees & customers to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace.

Our hearts and thoughts go out to the people who have been affected by this unprecedented event and we appreciate the healthcare workers, local communities, and local government who are on the front line working to contain this coronavirus. Please know that we are vigilantly monitoring the COVID-19 situation around the clock and have precautions in place to ensure a healthy workplace.

Employees are being asked to do the following:

- Wash their hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues when you sneeze and discard used tissues in the trash.
- Avoid contact with individuals that are sick or have been sick.
- Clean surfaces frequently with disinfectant

Until this COVID-19 situation has been deemed under control MAPP is taking some steps to make sure we are doing our part in controlling the spread of this illness:

- All nonessential travel is being suspended until further notice.
- All nonessential customer visits are being suspended until further notice:
  - Any requests to visit must be reviewed and approved by the CEO.
  - No one will be allowed in the facility if they have been sick or ran a fever in the 24 hours prior to the visit.
- Employees who have a fever or who are sick are not allowed to return to the facility until they have been fever free for 24 hours AND have a doctor's release.
- We will be providing hand sanitizer AND all employees are encouraged to use it frequently.
- All employees are required to wash hands frequently, especially after using the restroom or before and after eating or sneezing

MAPP's priority is to protect our employees, customers and community. Please help us do this by following the above rules. If you have any questions feel free to contact Human Resources.

Sincerely,



Luis Coreano  
Chief Executive Officer