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Date: 03/11/2020

**Subject:** COVID-19 Risk Assessment Response

FFC has formed a Business Contingency Planning (BCP) team to assess the internal risk associated with both the known and unknown risks associated with COVID-19. Currently, we believe FFC's level of risk to be low. However, this team has prepared and implemented informational aids collected from the World Health Organization. These informational aids have been posted throughout all FFC facilities and department managers have held departmental meetings for smaller group reviews.

FFC has also adopted a routine disinfection of all public use doors and surfaces. Any personnel absence due to illness is required to see a health care professional before returning to work. To date we have not implemented a business travel ban, but this will continue to be assessed based on health officials' recommendations.

FFC has not been informed nor are we experiencing any supply chain disruptions. We have also reached out in collaboration with all AVL suppliers to understand the risk assessments they too are pursuing. Should we become aware of a change in FFC's level of risk, we will communicate any potential impact to the FFC customer base.