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COVID-19 Bulletin

With the spread of **COVID-19** continuing to make headlines around the world, **PHQGlobal Inc.** is working hard to take a responsible approach to protect the health and safety of our employees as well as our suppliers. As many are concerned with regards to supply in demand, **PHQ Global Inc.** has in excess of 3 million dollars in inventory, the supply chain continues to be strong at this time. **PHQGlobal Inc.** works with various small family manufacturing facilities close to our location, these companies have yet to be affected by large corporate policies as their employees are mostly made up of family members.

As a valued part of our extended team, in the current environment it's important for all of us to monitor the rapidly evolving situation, so we wanted to provide you with an update on how we are handling the situation at **PHQGlobal Inc.**

We have taken the following measures to protect the well-being of everyone that works on our property.

PHQGlobal Inc. has suspended all employee business travel at this time both international and domestic.

PHQGlobal Inc. will cancel any non-essential visits from domestic and international visitors.

PHQGlobal Inc. have asked any employee experiencing new symptoms of fever, respiratory or flu-like symptoms to stay home.

For your information, we are also enhancing the level of cleaning of our offices and common areas in our plants as an added precaution for the safety of everyone that works on our property.

As a reminder, the most effective way to prevent the spread of COVID-19 is to take preventative measures by doing the following:

- Wash your hands with soap and hot water often – do this for at least 20 seconds regularly. Use hand sanitizer if soap and water are not available
- Cover your mouth and nose with a tissue or your elbow (not your hands) when you cough or sneeze
- Put used tissues in the garbage right away and wash your hands afterwards
- Try to avoid close contact (within 2 meters) with people who are unwell and maintain social distance by avoiding shaking hands, etc.
- Do not touch your eyes, nose or mouth.

Robert Lee
Vice President Sales
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Inc.

