

INNOVATION LINE

Essential Business Operation Covid-19

Memorandum

To: All Staff, Visitors, and Personnel

From: David Kagel, President

CC: Eddie Blau, CEO

Innovation Line remains open for business as an “Essential Business” critical to the infrastructure of *manufacturing and supplying products and supplies critical to the healthcare and public health industries for the Covid-19 crises*. Per the Governor of California’s Order “Shelter in Place” (March 19), and per the order “Safer at Home” (March 22) made by the Los Angeles Mayor, Innovation Line remains open as an “*Essential Business*” dedicated to providing industries and businesses fighting and containing the virus with “cleaning, sanitizing, disinfecting or sterilization supplies, personal care/hygiene products”. Per the orders, “workers necessary for the manufacturing of materials and products needed for medical supply chains” are essential, and ***Innovation Line manufactures and supplies products which are critical to fighting and containing the Covid-19 Virus.***

The critical products that are being used throughout the Healthcare, Government, Educational and Business Industries include some of the following: hand sanitizers, first aid kits, face coverings, eye coverings, thermometers, face shields, and more. Seemingly every day products like insulated and standard totes, identification products, zipper pouches and labels/stickers are used to support critical infrastructure in the food, hospital/healthcare and emergency responder sectors. Further, to help do our part we are committed that for every order placed; we will provide masks and face shields to hospitals and facilities within the Los Angeles area who are dedicated to fighting this virus.

On a staff and personnel level, Innovation Line has taken unprecedented proactive measures to protect the health of our employees. We have implemented the guidelines provided by the U.S. Center for Disease Control (CDC), including their recommendations on

personal hygiene and social distancing and we have gone even further. Upon arriving at our production facilities, all employees' temperatures are taken and anyone with an above normal reading is sent home. Employees then sanitize their hands and wear gloves. Each employee wears a facemask and is positioned 6 feet apart from each other. Social distancing is practiced throughout the day, including during breaks and lunch. We sanitize and disinfect work areas before, during and after each shift.

If you have any questions, please feel free to contact me at our office at (310) 398-8116.