



Dear PSM Customers and Suppliers,

PSM continues to closely monitor the COVID-19 situation to address concerns and issues that may affect the health and safety of our employees, customers, and suppliers. Similar to other organizations, PSM is relying on guidance from the CDC, US Department of State, and other governmental and globally recognized sources of expertise. Communication with our partners remains a priority, especially as the situation is changing so rapidly.

PSM is operating in accordance with its emergency response activities specified in the PSM Crisis Management Plan. PSM is reviewing measures to impact its own facilities, as well as, those customer and supplier facilities at which PSM employees are working.

PSM is currently operating with the following precautions in place to limit exposure to the virus. Our employees, and through their interaction with customer and supplier teams, are encouraged to implement such action regardless of location:

- For all visitors coming to a PSM facility, the PSM Health Screening Form must be completed and approved prior to gaining access. We are asking all our partners to restrict visits to PSM facilities to only business critical items.
- All non-business critical travel is being eliminated. All travel must go through a rigorous approval process.
- For employees returning from international travel from designated countries, a self-quarantine for 14 days at home is required. This includes monitoring and documentation of potential symptoms.
- Personal travel for our employees is also being evaluated and we are currently applying similar travel guidelines as for business travel.
- For meetings in conference rooms, social distancing is being employed and teleconferencing is being highly encouraged.
- PSM is also taking additional cleaning steps at our facilities. For example, additional cleaning services and personal hygiene items such as hand sanitizer bottles have been placed throughout the facilities for ease of access.
- PSM encourages its teams working at and with customer and supplier teams to apply the above measures wherever applicable.
- As such, we currently do not require any additional steps or controls before handling shipped packages or products.

PSM's commitments to safety and service will remain our top priorities, and we will take the necessary steps to ensure the highest standards of both are at the forefront of everything we do.

This PSM Information Sheet will be monitored and updated as necessary.

Best Regards,

PSM Management Team

3/17/2020

PSM Covid-19 Information Update #1