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To: All Employees

From: Human Resources

Subject: Company Update; Business Closures

Date: March 18, 2020

Dear Employees,

As part of our ongoing efforts to remain informed, the CCT management team continues to closely monitor state and federal announcements about the spread of the Coronavirus and the measures being put in place as a response. Recently, we have begun to notice announcements in some states and municipalities calling for or talking about the closure of non-essential businesses.

In response, I offer the following guidance; **we do not classify Cold Chain Technologies as a non-essential business.** CCT is an essential part of the global pharmaceutical supply chain and it is crucial that we continue to operate.

To be clear: **All healthy employees should continue reporting to work even under a “shelter-in-place” or “MA shutdown” order unless you get other direction from your managers.**

Be assured we will continue to monitor the situation, we will handle securing any required clearance from state or local authorities and we will maintain clear communication in the event of any changes.

If you have any questions, please do not hesitate to speak with me or a member of my team.

Thank you,
Deb

Debra Bousquet
VP, Human Resources