

**COVID-19 PREPAREDNESS PLAN - A LETTER FROM OUR CEO**

**March 20, 2020**

Aloha All,

Cyanotech remains committed to take appropriate actions and communications with regards to the COVID-19 concern. We are monitoring the U.S. Center for Disease Control and Prevention (CDC), World Health Organization (WHO), and the Hawaii County Civil Defense updates on the status of virus's spread, travel restrictions and preventive measures.

**EMPLOYEE HEALTH/WELLBEING** is a top priority for the company. Any employee who is sick with or without COVID-19, has been potentially exposed to someone with COVID-19 or traveled to an infected area, or is the primary caregiver of a family member infected with COVID-19 will not be allowed to return to work until deemed well by their health care provider. Affected employees will continue to receive full pay, without deduction of paid time off during this time.

**DISEASE CONTROL & CLEANLINESS POLICY**

As a manufacturer of Dietary Supplements, we already have Disease Control & Cleanliness Policies in place. These are being highlighted and heightened. Additional sanitizing steps have been taken company-wide; which include but are not limited to utilizing disinfecting wipes on frequently touched objects and surfaces such as door handles.

**VISITORS & TRAVEL** is suspended, including vendor sales visits. All domestic and international air travel for business is suspended. All customer and business meetings are being encouraged to happen via Skype or online meeting platforms.

**SOCIAL DISTANCING** mandate of 6-8 feet from co-workers has been implemented. Unnecessary social interactions are highly discouraged and remote work for eligible employees is in effect.

**SUPPLY CHAIN/VENDORS** have been contacted to monitor the possibility of any interruptions. At the present, we do not anticipate any significant delays or restrictions on supply. Our contract manufacturers have heightened their Good Manufacturing Practices and continue to be in communication. Per our Business Continuity Plans, we are continuing to assess the need for redundancies and alternatives. At this time, we do not foresee any disruption of supply of Hawaiian Spirulina<sup>®</sup> or BioAstin<sup>®</sup> Hawaiian Astaxanthin<sup>®</sup> to our valued customers.

**FOREIGN SHIPMENTS/GOODS**

According to US-FDA, as of 03/12/2020, there is no evidence to support transmission of COVID-19 associated with imported goods and there are no reported cases of COVID-19 in the United States associated with imported goods. It is also stated by US-FDA that currently, there is no evidence of food or food packaging being associated with transmission of COVID-19. Like other viruses, it is possible that the virus that cause COVID-19 can survive on surfaces or objects. <https://www.fda.gov/emergency-preparedness-and-response/mcm-issues/coronavirus-disease-2019-covid-19-frequently-asked-questions>

We wish everyone the best of health during these challenging times.

Sincerely,



Dr. Gerald R. Cysewski  
CEO, Cyanotech Corporation