

# ALPI USA

## COVID-19 CONTINGENCY PLAN

HEADQUARTERS: 70 EAST SUNRISE HWY, SUITE 607, VALLEY STREAM, NY 11581 · 516-593-1345

### **DEAR VALUED CUSTOMERS,**

In response to the Coronavirus situation, we would like to share our current strategy and plans in case of closure of offices due to the coronavirus. Of course our first objective is to keep our employees and clients safe. Also very important to us is to keep our customers' freight moving smoothly and to keep the lines of communication open.

#### **Current Situation in USA:**

Staff is following official CDC prevention protocol which includes limiting contact, practicing proper sanitary advice, disinfecting surfaces, etc. Staff who aren't feeling well are required to stay home.

At ALPI Logistics we have additional sanitary protocol such as gloves and drivers cannot enter the building

We are strictly limiting interaction with delivery personnel and outside vendors

As of next week staff will begin working from home on a trial test basis, rotating among the staff to prepare in case of quarantine or office closing

#### **Current Situation in Italy/Europe/Asia:**

As of today all ALPI offices and warehouses are open for business

The situation in Italy especially is concerning, but for now we are open and safe – see separate announcement

Due to the new limit on travel, air freight capacity from all Europe/UK is already limited and rates are up

Due to equipment imbalances from Asia to Europe, there are some increases to ocean rates and equipment surcharges from certain origins

Factories are reopening in China and we see an increase in traffic

Overseas origin locations have established sanitary protocols and can manage bookings and coordinate shipments from home

#### **Contingency Plan in USA office locations in case of office closure:**

All operations staff have remote access and can work from home

There are two office locations that can process customs entries: NYC and El Paso

#### **Contingency Plan in USA office locations in case of ALPI Logistics warehouse location:**

In case of infection in the warehouse we will isolate the facility for two days and sanitize on the third day. We will send a new team to load containers and receive freight.

We will continue to keep you updated in case there are further developments.

Best Regards

Jonathan McFadden

CEO, ALPI USA, Inc.

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### SPECIAL NOTICE REGARDING OPERATIONS IN ITALY

The situation in Italy is changing on an hourly/daily basis.

**There is the possibility that the Italian government may close all businesses temporarily – either just in the northern most impacted region, or in the entire country. However, as of today: All ALPI offices are warehouses are still open.**

**Office:**

Certain departments and individuals have been moved to “Smart Working Status” – meaning they are working from home to protect the staff and spread of illness should some team members become ill.

**Warehouse:**

We have put sanitary measures such as detergent and gloves from drivers; drivers cannot stand down from cars

**Air Freight/Airports:**

Per order of the US Government, all passenger flights from Europe are banned for 30 days. This means that space for air freight is very tight. Only a small percentage of Freighters operate from Europe to the USA. Rates have increased dramatically. The airport of Linate has closed (passenger only)

**Ocean Freight/Ports & Terminals:**

Terminals and ports are still open, with the exception of a terminal in Genoa which went on strike due to health safety concerns.

**Truck:**

Trucks are still moving freely throughout the country, through all regions.

**Factories:**

We are hearing of some factory workers going on strike due to coronavirus concerns. Please contact your specific vendor for an update.

We will continue to keep you updated in case there are further developments.

Best Regards

Jonathan McFadden

CEO, ALPI USA, Inc.