

Command Financial Pandemic Plan Overview

New York, March 13, 2020: We have adopted the CDC's Business Checklist for preparing for pandemics and are in the process of implementing it. Our Emergency Response Team will assume responsibility for carrying out the steps detailed here.

Communications to Employees and Third Parties

We will take a forward role in communicating information to our employees and third party partners including facts, risks, symptoms, steps to take if infected, and how to stop the spread of the disease. For the coronavirus disease 2019 (COVID 19), the following materials have been posted throughout our facilities and communicated to our stakeholders in English and Spanish:

- COVID19 Factsheet
- COVID19 Symptoms
- What to do if you are sick with COVID-19
- Stop the Spread

Restrictions on Visitors

During times when pandemic risks are high, Command Financial will limit visitors to our facilities to minimum necessary. Only visitors who are required to be physically present will be allowed in our facilities. Additionally, approved visitors will be asked not to enter our facilities if they are exhibiting signs of infection. Posters will be posted in our entrances and lobby.

Limits on Group Meetings

During times when pandemic risks are high, Command Financial will limit the number of face-to face meetings held, opting instead for conference calls.

Increased Facility Cleaning

In addition to standard cleaning cycles, during times when pandemic risks are high, Command Financial will increase the frequency and intensity of cleaning to meet the requirements and threat. For COVID 19, all hard surfaces will be cleaned daily with a solution of bleach and water. Additionally, employees are being provided personal hand sanitizers and cleaning supplies for their work areas and are instructed to clean all hard surfaces before and after their shift begins. This includes equipment controls, surfaces, computer keyboards, scanning stations, payroll scanning stations, etc...

Concessions on Sick Day Allowances

When pandemic risks are high, employees will be allowed to borrow sick days or vacation allocations from the next benefits period. ALL EMPLOYEES WILL BE ASKED TO STAY HOME IF THEY ARE INFECTED OR ARE EXHIBITING SIGNS OF INFECTION, OR HAVE BEEN IN CLOSE PROXIMITY TO SOMEONE INFECTED OR ARE EXHIBITING SIGNS OF INFECTION.

Personal Protective Equipment Considerations for Employees

Depending on the specific risks posed by the pandemic, Command Financial will consider any personal protective equipment (PPE) for distribution to employees and key third parties. For the COVID19 pandemic, employees will be provided personal hand sanitizer dispensers, latex gloves, as well as face masks.

Increase Inventories and Reinforce Supply-Chain

When pandemics have the potential to impact supply-chain of key materials and consumables, Command Financial will increase inventories and identify alternate sources of supply. Command Financial has begun working with partners to identify their sources of supply so we can better plan for potential resource limits.

Limits on Travel

Sources and progression of disease in pandemic planning is important in determining if travel should be limited and whether employees who have travelled abroad need to be evaluated prior to rejoining coworkers in our facilities. COVID19 has already impacted some countries to an extent that the CDC has noted them in their travel warnings. Command Financial will follow the CDC's advice and travel advisories which can be found online at <https://wwwnc.cdc.gov/travel/notices/>.

As of 3/1/20, the list includes:

- **Warning Level 3 (Avoid all non-essential travel):**

- o Italy
- o China
- o Iran
- o South Korea
- o Venezuela (not based on-COVID19)

- **Alert Level 2 (Practice enhanced precautions)**

- o Japan
- o And other unrelated to COVID19

- **Watch Level 1 (Practice Usual Precautions)**

- o Hong Kong
- o And other unrelated to COVID19

Any employee who has travelled or plans to travel to these locations will be asked to work from home for 14 days following their return to the United States. In addition we are requiring anyone who has travelled to these locations to report symptoms of any illness to both a medical professional and Command's HR Dept.

For vendors, 3rd party suppliers and others visiting our office, we require that those who have employees that have travelled to the areas listed above adhere to the restrictions we have in place prior to their visit. Command will work with outside parties on alternatives to in-person meetings, including internet based and teleconference options.

Working Remotely

Command's data centers are located at secure SungardAS facilities in Philadelphia, PA and Scottsdale, AZ. We have established procedures for managing our network environments remotely both from our offices in NYC and from remote locations. Utilizing VPN and VDI environments we are prepared to have the employees work remotely, logging into our network with 2 factor authentication to ensure security.

We have documented, and tested, the production workflow to ensure that the transition will be as seamless as possible from our standard process.

About Command Financial:

Command Financial has continually redefined financial printing for more than 30 years by offering the latest in fully integrated technology-based solutions and personalized service. Command provides a full range of services including state-of-the-art typesetting, highly experienced customer service, in-house proofreading, EDGAR, iXBRL, language translation, extensive in-house press capacity, and mail/distribution. Command also offers industry-leading content management through their Command Automated Publishing System, which is a content management and automated document assembly tool that uses an intuitive user interface and a database driven virtual library, allowing clients to manage and repurpose information across prospectuses, shareholder reports, and other documents. Through innovation and service, Command Financial has become a trusted and preferred vendor to many of the leading public companies, law firms and investment companies worldwide.