



Adafruit Industries
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May 13, 2020

Attention Purchasing manager,

Adafruit strives to provide the safest environment for employees and follows strict safety measures and protocols.

PPE (personal protective equipment) supplied by Adafruit and required by all employees:

- Gloves (Nitrile).
- Masks (both surgical-style and “KN95”).
- Sanitizing stations on outer entrances and inner entrances. Sanitation at workstations.
- Eye protection if needed.
- Home thermometer.

Wellness checks required by all employees:

- Daily at home temperature check before reporting for work.
- On-site temperature check on-site before starting shift (must be 99 degrees F or lower).
- At this time (5/13/2020) all on-site employees who have performed the COVID-19 blood IgG antibody test, have tested negative. The Adafruit teams have been operating safely for over 80+ without incidents of illness and/or positive for COVID-19. Adafruit’s health care plan covers all testing for employees, with testing locations near each employee’s home, or Adafruit in NYC.

Physical distancing:

- Physical distancing of at least 6 feet.
- Staggered shifts, minimal on-site staffing.
- One employee per elevator at a time.
- No gatherings or group meetings.
- No shared areas.

Packaging and handling of goods:

- Received products are held for at least 3+ days before allocated.
- Received goods are disinfected/fogged/sanitized.
- Sanitized workspaces for preparation of shipments. Frequent cleanings.
- Gloves-only contact with products and packaging.
- Daily and hourly cleaning of workspaces.
- Daily disinfectant fogging with CDC approved disinfectants.
- Daily bleaching of shared restrooms.
- Adafruit is well- ventilated and has outside airflow to all areas.

Adafruit was deemed an essential service and business for critical manufacturing in NYC by executive order 202.6. From the start of the crisis Adafruit was asked to help New York by the NYS government, Adafruit immediately manufactured PPE and critical components and electronics for COVID-19 related efforts, medical devices, and testing.

On May 6, 2020 Limor Fried, the founder and engineer of Adafruit was appointed to the Small Business Sector Advisory Council by the Mayor of New York City to help restart the NYC economy and share Adafruit's process and protocols which has kept the on-site teams safe.