



Adafruit Industries  
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August 1, 2020 (updated 11/4/2020)

Attention Purchasing manager and/or whom it may concern -

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

**PPE (personal protective equipment ) supplied by Adafruit and/or required by all employees at no cost:**

- Gloves (Nitrile).
- Masks (both surgical-style and “KN95”).
- Sanitizing stations on outer entrances and inner entrances. Sanitation at workstations.
- Eye protection, including goggles and face shields.
- 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).
- All Adafruit team members on-site have access to free COVID-19 testing and paid time off for testing as well as flu shots.
- At this time all on-site employees who have performed the COVID-19 blood IgG antibody test, have tested negative. The Adafruit teams have been operating safely 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.
- No visitors and/or requirements for building staff / vendors.

**Packaging and handling of goods:**

- Received products are held 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.

- Disinfectant fogging with CDC approved disinfectants.
- Bleaching of shared restrooms.
- Adafruit is well-ventilated and has outside airflow to all areas.
- Adafruit AC/ventilations system utilizes MERV-13 filters.
- Adafruit has multiple air filters per station for each floor with MERV-13 filters.

**New York State Quarantine rules followed:**

- Adafruit follows all New York State quarantine rules.
- This includes testing, quarantine restrictions on travelers arriving in New York State following out of state travel - <https://adafruit.com/quarantinerestrictions>
- Adafruit team members traveling to/from the quarantine locations are required to quarantine and test.

**Adafruit surface testing for COVID-19**

- Adafruit surface tests random locations on a regular basis in all locations for detectable COVID-19, there is no detectable COVID-19 (OCT / NOV 2020). Adafruit uses the Phylagen Surface test for COVID-19.

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.

Sincerely,



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