October 18, 2021

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.

**100% of Adafruit employees are vaccinated against the COVID-19 virus**
- All Adafruit employees are vaccinated. Adafruit does not have “test out” and does not have any exemption requests.

**Adafruit complies fully with the NY HEROS ACT**
- Adafruit is 100% compliant with the [NY HERO ACT](#). The New York Health and Essential Rights Act (NY HERO Act) was signed into law on May 5, 2021. The law mandates extensive new workplace health and safety protections in response to the COVID-19 pandemic. The purpose of the NY HERO Act is to protect employees against exposure and disease during a future airborne infectious disease outbreak.
- Adafruit complies with all clauses of the act, specifically: health screening, face coverings, physical distancing, hand hygiene facilities, cleaning and disinfection, personal protective equipment (PPE), and anti-retaliation
- All HERO act documents are physically posted in multiple locations within Adafruit’s manufacturing facilities, and available in digital form for our employees as well.
- Adafruit’s Airborne Infectious Disease Exposure Prevention Standard can be found [here](#).

**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.
- All Adafruit employees are vaccinated.
- All Adafruit team members on-site have access to free COVID-19 testing and paid time off for testing as well as flu shots, booster shots, and taking others to get vaccinated.

**Physical distancing:**
- Physical distancing of at least 6 feet.
• Staggered shifts, separated work spaces.
• Two employees per elevator at a time, and masks in all common areas.
• No gatherings or group meetings without masks.
• No visitors and/or requirements for building staff / vendors.

Packaging and handling of goods:
• Received products are held before allocated.
• Sanitized workspaces for preparation of shipments. Frequent cleanings.
• Daily and hourly cleaning of workspaces.
• 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 outside the USA.

Adafruit surface tested for COVID-19
• Adafruit surface tested random locations on a regular basis in all locations for detectable COVID-19, there is no detectable COVID-19 as per the last test. 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,

Phillip Torrone
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