

COVID-19 (Coronavirus Disease 2019) Response Plan

Updated: 19 March 2020

As a result of the pandemic declared by the World Health Organization for COVID-19 (Coronavirus Disease 2019), PAS has updated our emergency response plan to ensure the continuity of our business. We have implemented the following controls that will remain in effect until further notice.

Personnel

PAS primary responsibility is to ensure the health and safety of our employees and our customers. PAS has extended our remote work practices to all employees to allow them to work from home. Prior to this emergency, PAS had a sizeable number of employees working from home offices, and we have now extended the applicable procedures to our entire team. Employees that are still required to conduct work in our offices have been instructed to practice effective social distancing to prevent the spread of the virus, including maintaining a distance of six feet when interacting with others.

PAS has instructed all personnel to follow regulations and procedures enacted by local governments aimed to minimize the spread of the virus. We are communicating with the PAS team on a weekly basis to provide relevant updates.

Delivery of Software and Services to PAS Customers

PAS has expanded the infrastructure required to deliver our software and services remotely. Prior to this emergency, PAS has had a multi-year history of delivering projects remotely. Due to increased customer demand, we have expanded our capacity and can now conduct most of our services without the need to visit customer locations. We are providing customers with detailed plans and procedures, including security requirements, to ensure we deliver our solutions in a safe and secure manner. Please contact your PAS Account Manager or Project Manager for information on our remote services.

Financial

PAS has implemented financial controls to ensure we can meet our obligations to our employees and our customers. We have cancelled non-essential expenditures and expanded the scope of purchases that require CFO approval.

The combination of PAS current cash position, accounts receivable, pipeline of scheduled invoices related to software and services, a line of credit with our bank, and the backing of our ownership team help position the company to meet our obligations through this tumultuous period.

PAS has been in business since 1993 and has experience navigating prior economic and natural disasters which have required us to implement emergency procedures. We remain confident in our ability to meet the needs of our employees and our customers.

For any questions regarding this policy, please contact rapidsupport@pas.com