



**U.S. Department of Justice
Federal Bureau of Prisons
Federal Prison Industries, Inc.**

March 16, 2020

*400 First Street, NW
Washington, D.C. 20534*

Valued Customer:

As a valued UNICOR customer, we appreciate your loyalty and the trust you place in us as a partner. Recognizing the ongoing and increased uncertainty that coronavirus (COVID-19) is causing around the world, while fulfilling our commitments to you, our customer is a priority; our highest priority is the health and well-being of our employees. With that in mind, we wanted to update you on the actions we have taken in response to the outbreak.

As stated, our number one priority is employee & customer health, safety, and well-being. We are closely monitoring developments around the world, and are reviewing and relying upon guidance from the US Department of Justice (USDOJ), Health & Human Services (HHS) and Centers for Disease Control and Prevention (CDC) to ensure the actions we take are comprehensive and consistent with available information.

Currently, all our production facilities are operating as usual. We expect that in the coming days, there may be disruptions in our operations caused directly by the coronavirus (COVID-19) or indirectly through disruptions in the supply chain. We continue to monitor the situation closely and will endeavor to keep you informed of any delays in your orders as soon as we become aware.

Several preventative actions will take place immediately:

1. **Travel:** There is a travel moratorium for FPI employees for the next 30 days.
2. **Visits:** We will not be allowing customer visits to our factories or to FPI Central Office for the next 30 days. We will be moving to meeting using conference calls, video conferencing, and web conferencing (WebEx, GoToMeeting, Adobe Connect, etc.) during this time.

After 30 days, we will review the status of COVID-19 transmission and impact and update you as to any further actions we are taking.

I want to thank you for your support and the trust you have placed in us. We will keep you updated throughout this dynamic situation as our responsive measures evolve. We hope you and your employees remain healthy and safe as our great nation and the world deal with this global emergency.

Best wishes,


Patrick P. O'Connor
Chief Executive Officer

Federal Prison Industries, Inc.