



4130 E. Wood Street • Suite 100 • Phoenix, Arizona 85040 • (602) 437-5068 FAX: (602) 437-5299

March 26, 2020

To Our Valued Customers, Staff, and Suppliers:

We are closely monitoring the CDC, WHO and federal, state, and local public health department websites to remain up-to-date with the COVID-19 situation.

Measures have been implemented to help prevent the spread of illness in our workplace. To maintain our employees' safety and to further protect those that must be at MJS Designs to perform their design/manufacturing work, all non-design/manufacturing staff are now working remotely with the exception of critical support staff. We have the technology in place to support this without interruption.

For the staff remaining at MJS Designs, separate breakrooms and staggered break/lunch times have been implemented. Additional disinfecting has been put into place, along with providing gloves to all staff in order to safely move throughout the building opening doors and touching common areas. Due to the configuration of our manufacturing floor, our staff can comply with social distancing requirements. In addition, we continue to proactively educate our employees on what is known about the virus, including its transmission and prevention.

As mandated by President Trump and relayed to MJS Designs by Christopher C. Krebs, Director of the Cybersecurity and Infrastructure Security Agency (CISA), "If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, .... You have a responsibility to maintain your normal work schedule."

Additionally, we have numerous customers that have provided MJS Designs with mandates to continue project support through this crisis due to the critical nature of the work we perform for them.

Our visitor policy has been updated to allow for only critical meetings, scheduled in advance, to take place in person, and administering a four question survey before admittance is approved. Visitors are not permitted beyond our lobby or source inspection room. All tours have been discontinued. We ask all visitors and employees to monitor their own temperatures and do not enter the building when running a temperature of 99.6 degrees or greater. We have web-conferencing tools available for all meetings.

Our procurement team is closely monitoring our suppliers daily for potential impacts to our deliveries and to our business or customer commitments. Since MJS Designs is a critical supplier to numerous companies mandated to continue normal operations, this requires our suppliers to also support our delivery requirements. If needed, suppliers may contact Shannon Boysen or Jesse Shand for a letter mandating that the supplier's normal work schedule is maintained in order to support MJS Designs delivery requirements.

We are able to effectively continue our day-to-day operations to support our customer project requirements. As always, the MJS Designs Team will communicate proactively with our customers should any concerns arise. We hope that you, your teams, and your families are safe through this challenging time. We appreciate your continued support.

Sincerely,

A handwritten signature in black ink that reads "Dawn M. Northrop". The signature is written in a cursive, flowing style.

Dawn Northrop  
President