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March 23, 2020

To Our Valued Customers, Suppliers, and Staff:

I would like to address how MJS Designs is handling the COVID-19 crisis. We are closely monitoring the CDC, WHO and federal, state, and local public health department websites to remain up-to-date with the 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. Visitors are not permitted beyond our lobby or source inspection room. All tours have been discontinued. We are in the process of acquiring a non-contact thermometer in order to measure temperatures prior to building admittance, along with administering a four question survey. Until we receive this thermometer, 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.

We are able to effectively continue our day-to-day operations to support our customer project requirements. Our procurement team is closely monitoring our suppliers daily for potential impacts to our deliveries and to our business or customer commitments. As always, we 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 style.

Dawn Northrop
President