

20 March 2020

Greetings,

This is the second of what will be a continuing series of updates on our ongoing actions to meet the challenges and difficulties of the COVID-19 pandemic. This message supplements the guidance and advice in the CEO 16 March message, which remains valid unless otherwise specifically updated.

The ZelTech management team, from the CEO and HQ staff to our site and program leads, continues to work together daily to maintain a common understanding of developments, ensure safe working conditions for all, and continue essential support to our customers.

Our continuity of business operations is sound. Customers at each location continue to make a variety of adjustments (facility closures, rotational teams, telework, etc.), but the vast bulk of our workforce remains capable of performing their primary tasks and responsibilities. We work continuously to comply with all known Government, community and customer mandates and guidelines. No company-related travel is authorized unless it is deemed mission-critical by customers and has been approved by VP Operations and the ZelTech CEO/President. We urge you to restrict personal travel and direct that you alert your supervisor if you plan out-of-town trips.

At each of our facilities, we continue to assess health and safety issues, and we follow the restricted access, sanitization, and social distancing guidelines outlined in the earlier CEO message. You are encouraged to fulfill your work responsibilities via telework from alternate work locations whenever possible, subject to guidance from your supervisor.

We will take all actions necessary to protect the health and safety of the ZelTech team. Please do all you can to assist; follow all CDC/other Government and ZelTech guidance, and practice strict personal health and safety measures. If you are experiencing COVID-19 symptoms, you must notify your supervisor and not come on-site in accordance with Government and ZelTech policies.

Our most recent guidance for self-quarantine is in accordance with the recently passed Families First Coronavirus Response Act: You must self-quarantine subject to a federal, state or local quarantine or isolation order related to COVID-19; you have been advised by a health care provider to self-quarantine due to concerns related to COVID-19; you are experiencing symptoms of COVID-19 and seeking medical diagnosis; you are caring for an individual who is subject to a federal, state or local quarantine order, or the

individual has been advised to self-quarantine due to concerns related to COVID-19; or you are experiencing any other substantially similar condition specified by Health and Human Services in consultation with the Department of the Treasury and the Department of Labor. Should you have any questions about the above, please contact your supervisor.

We continue to closely monitor the rapidly evolving COVID-19 situation, and we will adjust our operations as appropriate to protect your safety and well-being and the continued viability of ZelTech. We will keep you informed every step of the way. Please bring any questions, concerns or suggestions to your supervisors or pass them further up the chain.

Thank you again for all you do on behalf of ZelTech, our customers, and our nation.

Jim Grant