

16 March 2020

To all members of the ZelTech Team:

We are all going through a time of heightened concern about how the Coronavirus (COVID-19) will impact ourselves, our families, and our normal way of living, and I know that we are each dealing with unique issues and challenges that affect our specific situations. Our continued and chief concern remains the health and safety of our employees, customers, suppliers and the communities we support.

The threat posed by coronavirus (COVID - 19) evolves daily and now has become widespread. I want to update you on how it has thus far impacted ZelTech operations and plans, identify the steps we have taken to help ensure the safety of all ZelTech employees and guests who visit our facilities, and give you a sense of how things may transpire as we move ahead.

Government Facilities

The bulk of our operations take place within Government facilities, so we are heavily dependent on how our customers decide to deal with this crisis. We are working closely with them to help set up arrangements that enable full participation by all their ZelTech team members as they adjust their business operations. Current possibilities being addressed by the Government at different locations include:

- Continued operations at existing facilities, with strict visitor restrictions or prohibitions, enhanced sanitization procedures, and some social distancing, etc. This may eventually include health checks for assigned workers at entry points.
- Transition of most of the workforce to work from home. Issues being addressed include security classification of assigned work, access to needed computers, communications and data bases, cyber security, etc. Dave Popkin, Director, ZelTech MIS, and his team will work closely with site reps as required on all IT and related issues.
- Workforce rotations. This includes the steps listed above, plus rotations that let portions of the workforce work in the facility while others work from home.
- Temporary relocation of operations to back-up facilities.
- Segmenting the Government and contractor workforce into essential and non-essential personnel and deciding how to treat each segment accordingly. We are tracking this issue and working to influence decisions that are favorable to us.

An absolute restriction is that any ZelTech employee who is exhibiting COVID-19 symptoms is not permitted to enter any customer - or ZelTech - facility. Individuals exhibiting these symptoms must receive written medical clearance or test negative before again gaining entry to customer or ZelTech facilities. We will make every effort to enable people in this situation to work gainfully from home.

Employees should continually self-monitor for signs of symptoms of COVID-19 if they suspect possible exposure, including a family member experiencing symptoms.

As you know, this is a very fluid and site-specific situation, The ZelTech HQ staff will work with VP Operations and our site leads continuously to resolve issues in ways that offer maximum possible benefit to our workforce. Initiatives we have underway include:

- Assessing how ZelTech facilities in Hampton, Melbourne, and Shalimar might contribute to solutions for some of our Government site workers who may no longer be able to work at their present locations.
- Working with the Government to jointly amend/interpret certain contracts to remove restrictions that might limit our options.

ZelTech Facilities and Employee Personal Actions

We are taking steps to keep our facilities in Hampton, Melbourne, Shalimar and Winter Park as safe as possible. Our actions include:

• Entry rules:

- Visitor access is limited based on their response to a questionnaire that assesses their health as well as vulnerabilities due to recent travel and contacts with ill people.
- Contract employees, consultants and other daily/frequent visitors may not be required to fill out the questionnaire on each visit as considered appropriate at specific facilities.
- As indicated above, any employee –or regular contract worker - who shows signs or symptoms of COVID-19 infection cannot enter any customer or ZelTech facility.
- The Government is shutting down just about all business travel for the foreseeable future, and ZelTech is following suit.
- ZelTech employees are strongly encouraged to limit personal travel as well, and are directed to alert their supervisors if they plan trips to locations that may put you at risk for COVID-10 transmission. Such trips may impact your ability to gain immediate access to Government or ZelTech facilities upon your return.
- In all instances, our response to visitors desiring to enter a ZelTech facility will be subject to change, based on the local community health situation and evolving federal, state and local guidelines.

• Social Distancing:

- We will work to expand the separation between employees and/or set up alternate team approaches for work schedules as required or desired.
- We are taking steps to prepare for potential closure of facilities that include arrangements to allow employees to work and collaborate effectively from home. This is a joint ZelTech HQ/ site responsibility.

• Sanitization of Facilities:

- This is a joint facility manager and employee responsibility at each location.
- We must clean and disinfect frequently, ensure easy access to hand washing and cleaning supplies appropriate for both people and sensitive electronic equipment, and follow the highest possible personal hygiene and etiquette practices.
- We have or will place appropriate posters and flyers throughout each facility. HR will ensure that each facility receives them.

You may be called upon to take a number of individual and collective actions to deal with the COVID-19 threat as it evolves. We will keep you up-to-date on all ZelTech-related actions as quickly as we can. I also strongly suggest that you visit the CDC Coronavirus Website (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) on a regular basis to get the latest information and advice on this critical topic.

We face an extended period of difficulties, but we will get through this together. We will do all we can to ensure you are in position to take care of your families and we will work to set up mutually beneficial working arrangements that allow you to continue your valuable and productive work in support of the mission needs of our customers.

Our leadership team and I are standing by to help you make this happen.

- Jack Ezzell