March 25, 2020

Indiana Gov Holcomb announced the “Stay Home” executive order which is effective from March 24 through April 6 in response to efforts to combat & contain COVID-19.

Based on information in the executive order and the Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response dated March 19, 2020 from the Dept of Homeland Security, Controlled Environmental Systems, Inc. is considered an essential infrastructure workforce facility and is in operation at the present time to support facilities such as hospitals, pharmacies, health care facilities, pharmaceuticals, food processing, life science facilities, research, chemical and other critical environments.

In our best efforts to follow the order, mitigate the spread of the virus and yet remain operational, we have implemented numerous steps some of which are listed below:

- Issued guidance to all CESI team members as outlined by CDC, WHO, state & federal.
- Promoted remote work to the fullest extent possible.
- Cancelled or delayed all face-to-face meetings with clients.
- Eliminated all non-critical business travel.
- Instructed any employees who may be sick to stay home.
- Reduced the number of employees in our facility to only essential ones to keep the business operational.
- Individuals who are on premises are keeping at least 6’ from one another and practicing recommended social distancing guidelines.
- Directed employees who have health concerns/symptoms to self isolate or quarantine according to CDC, WHO, state and federal guidelines.

We will continue being very diligent in doing our part to contain the virus. We want our employees, their families and everyone in our state to stay safe and healthy.

Sincerely,

CONTROLLED ENVIRONMENTAL SYSTEMS, INC.

Gale E. Stephens

Gale E. Stephens, President