



March 13, 2020



To our valued customers and partners,

At Harris, we stand behind our mission, Safety First, Last + Always. Our concern for the people that we work and partner with each day is our top priority.

We are closely monitoring the latest reports on Coronavirus (COVID-19) from the Centers for Disease Control (CDC) and the World Health Organization (WHO) and we are taking a number of precautionary measures for the health and safety of our customers, partners and team members. Our goal is to do everything we can to keep people safe and healthy during this unprecedented and evolving situation.

- We've instituted a pandemic plan across our organization that includes health and safety protocols so we can continue to serve you.
- We have implemented a number of guidelines for any employee who has symptoms to self-quarantine. In addition, we have cancelled all non-essential work travel for the time being and have asked that all employees report to Human Capital any travel (including personal travel) to allow us to keep those who have been to high risk areas out of the office.
- Currently, we are in process of instituting reporting of all visitors to all company locations to adhere to similar restrictions as noted above.
- We continue to listen to our partners, making updates to this policy on an as-needed basis while monitoring all job site and location situations.

As always, the health, safety and well-being of our customers, our associates and our communities is of chief concern. We continue to monitor this quickly developing situation and are here to assist you, as needed.

Thank you, as always, for your business and partnership,

HARRIS

Michel Michno
COO

For more information on COVID -19
Center for Disease Control and Prevention
<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

World Health Organization
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>