



DATE: March 20, 2020

TO: EMPLOYEES, ALL SUPPLIERS & SERVICE PROVIDERS

SUBJECT: CONFIRMATION OF "ESSENTIAL BUSINESS" STATUS DURING COVID-19 OUTBREAK

On March 20, 2020 Undersecretary of Defense for Acquisition and Sustainment, Ellen Lord, signed a memorandum declaring that defense contractors are "critical infrastructure" to national security, a designation that comes with an expectation to maintain a consistent, normal work schedule amid the outbreak of the coronavirus, COVID-19.

"If you work in a critical infrastructure industry, as designated by the Department of Homeland Security, you have a special responsibility to maintain your normal work schedule," Lord wrote. "We need your support and dedication in these trying times to ensure the security of this Nation. I understand that this national emergency presents a challenge and we are dedicated to working closely with you to ensure the safety of the workforce and accomplishments of the national security mission."

In a separate but related memorandum, The Department of Homeland Security issued guidance clarifying "essential infrastructure" as work performed by "industries [that] include but are not necessarily limited to, medical and healthcare, telecommunications, information technology systems, defense, food and agriculture, transportation and logistics, energy, water and wastewater, law enforcement, and public works."

This correspondence is issued to confirm that the products and/or services and labor that you provide for The Har-Conn Chrome Company relate to the manufacture of critical components for United States Department of Defense and by this association your continued work schedule commitment and your supplies and services are considered "essential business" as defined by the U.S. Federal Government.



If you should receive any direction from a local or state government challenging the validity of your status as "essential business" or this correspondence, it is critical that you contact us before taking any action so that we can assist in attempting to resolve the matter proactively.

Consistent with the direction of OSHA, we urge the adoption of preventive measures for COVID-19 that are provided at [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf) for the protection of your employees, your community and your business. In accordance with these guidelines, supplier and/or customer visits to our facility require advance written authorization. Visitors without prior authorization may not be permitted into the facility.

We wish everyone safe passage through this challenging period and thank you for your support.

Sincerely,

*Timothy K. Backus*

Timothy K. Backus  
President and CEO