



To Our Valued Customers:

At Retlif Testing Laboratories the health and safety of our employees and customers is our top priority. As part of the military defense supply chain, all Retlif offices are open and all our laboratories are operable. We have taken appropriate action based on the Center for Disease Control and Prevention (CDC) guidelines as well as state and local authorities, to ensure a safe workplace, while maintaining continuity of business operations.

- Information has been disseminated to employees and posted in common areas, customer lounges and conference rooms regarding Coronavirus (COVID-19) symptoms, including tips on preventing the spread.
- Enhanced steps increasing the scope and frequency of cleaning, sanitizing and disinfecting all Retlif facilities including frequently touched objects, have been instituted. Alcohol-based hand sanitizers are available throughout the workplace and common areas, and disinfectant cleaning wipes and tissues are available in customer lounges and customer conference rooms.
- Retlif has minimized employee business travel and will continue to monitor activities entering and exiting our facilities. We encourage everyone to maintain heightened awareness of daily activities and travel plans and to check the CDC website travel section for the latest guidance and information updates.
- Employees are reminded to not come to work while they are sick and/or experiencing respiratory symptoms such as fever, cough, and shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue, and to check with healthcare providers as needed. Currently, the CDC recommends that employees remain home until at least 24 hours after they are free of fever (100°F or 37.8°C) or signs of a fever without the use of fever-reducing medications.

Note: To prevent the spread of COVID-19 and reduce potential exposure to our workforce and visitors, all visitors to any Retlif facility must complete a short questionnaire.

Our priority is to maintain a safe and healthy work environment for all Retlif employees and customers. Thank you for your support. For additional questions, contact Human Resources directly at HR@retlif.com.

Best regards,

Retlif Testing Laboratories, Human Resource Department