



March 15, 2020

Dear Clients, Vendors, and Partners,

Intertech Ci is dedicated to the well-being and safety of our employees, clients, vendors, and partners. With this in mind, we have been closely monitoring the rapidly-changing situation around COVID-19, responding to new information as it arises and preparing for future scenarios, with the goal of continuing to safely serve you.

The following measures are already in place at Intertech Security:

- (1) Employees who are sick are to stay home.
- (2) Business travel has been restricted to essential travel only. Public transportation is no longer authorized for company travel. Employees traveling for personal or business reasons using public transportation will be self-isolated for 14 days upon their return.
- (3) We are restricting visitation to our offices. We will use telephone and video conferencing instead of face-to-face meetings as much as possible.
- (4) We are providing remote-work solutions for our employees. This "social distancing" initiative will reduce the number of employees at the office to also reduced the possibility of the spread of illnesses.
- (5) Our field employees will strictly follow client protocol. In addition, they will wipe down the work area before and after a task is completed. Devices (phone, ipad, keyboards), tools and steering wheels in use will be cleaned daily.
- (6) Each of our vehicles will have hand sanitizer and disinfectant wipes to use accordingly.
- (7) Handshakes will not be allowed; a simple nod or elbow bump is recommended.

Intertech Security's leadership is following the guidelines of the Center for Disease Control, The World Health Organization, and local health authorities in our locations throughout the country. We are committed to serving our clients, vendors and partners through this difficult time providing the high-quality workmanship you have come to depend on.

On behalf of the entire Intertech Security Team, we wish you and your families well as we work through this challenging situation. Thank you for being a loyal partner and we look forward to working with you soon.

Sincerely,

*Ron Petnuch*

Ron Petnuch

CEO