



March 18, 2020

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S-E-A's Response to COVID-19 and Our Commitment to You

To our clients and friends:

During these unprecedented times of the Coronavirus pandemic (COVID-19), be assured that while we work to protect the health of our professionals and those around us, ***we are also focused on continued service to our clients.***

S-E-A is fully prepared to support your forensic engineering, investigative, and testing needs in a safe and efficient manner. We remain open for business and have taken the necessary steps to ensure we can continue to deliver the level of quality, excellence and timeliness you are accustomed to receiving from us.

Over the last several weeks, S-E-A implemented the following:

- We have assembled a cross-disciplinary task force to monitor the COVID-19 public health emergency and put measures in place that ensure both safety for our people and clients.
- We are assessing the situation daily, remaining vigilant, and following all recommendations from the World Health Organization (WHO), U.S. Centers for Disease Control and Prevention (CDC) and local authorities.
- S-E-A continues to develop, update and share guidance with our professionals so they are fully informed about how to protect themselves, their families and our clients against transmission of the virus.

Although the specifics vary by circumstance, some of the measures S-E-A is taking include:

- Effective Monday, March 16, 2020, although our offices remain open, most of our employees have been instructed to work from home and only come into our offices as necessary.
- We require all guests at S-E-A offices to confirm that they do not pose a significant risk to others, based on certain criteria. Our employees have been advised to take the same precautions both in the office and at inspections.
- We have limited in-person meetings and labs at our offices. If an in-person meeting in or outside our office is required, CDC recommendations are being followed to protect those in attendance.
- Protocols have been developed to create safe and effective site inspection plans tailored to the requirements of each individual situation.

We are grateful to report that at present, we have no confirmed cases of Covid-19 at S-E-A. If we find that one of our associates contracted the virus, we will immediately notify any potential parties of concern so that appropriate protective steps can be taken.

Central to our work here at S-E-A is to solve problems and answer questions, often under difficult circumstances or in challenging physical environments. We are fully prepared to continue that work and be the trusted resource we have always been through these changing times.

Take care and be safe,

A handwritten signature in blue ink, appearing to read 'Jason B. Blum'.

CEO/President