



April 8, 2020

To our valued clients and friends,

We have consistently proven and reflected through our deliverables and engagement, that JRF America's customers and employees are at the forefront of its priorities. With that in mind, JRF America will reopen on April 13, 2020 to support our customers that are considered as life sustaining businesses.

All employees who must be present in order to perform their essential functions have reconfigured their work areas to implement social distancing in all areas including lab experiments, quality assurance and administrative areas. We have implemented remote work for all employees whose duties permit as well as moved to virtual meetings. We assure you that we are prepared to maintain complete continuity of our operations and we will continue to conduct our critical business operations in support of our clients during the COVID-19 pandemic.

JRF America Safety Steering Committee has identified potential points of exposure and enforced new guidelines to limit the spread of the virus. We will continue with necessary precautions such as complete stop on travel, more frequent and intense cleaning of each of our offices/lab, and a supportive but stern policy that requires employees to seek immediate medical advice for any illness and to stay in isolation until full recovery.

We will actively follow the guidance from the World Health Organization (WHO), the U.S. Centers for Disease Control and Prevention (CDC) and state/local governmental agencies to revise plans and make decisions accordingly.

Through all of this, we continue to be focused on prayer for this outbreak to be brief and for our loved ones, colleagues and business partners, which includes their friends and family, to stay safe and healthy. In the meantime, our heartfelt appreciation extends to the healthcare workers, local and national authorities, and all those on the frontline in the US and the world working to contain COVID-19.

We are committed to continuing to serve you, our customers. If any additional information is needed, or if you have questions about an ongoing or soon to be initiated project, please contact your JRF America, Inc. representative.

**Sincerely yours,  
JRF America Team**