



Coronavirus Update

July 16, 2020

PSI has been fortunate to experience minimal interruption related to the Wuhan, China SARS-CoV-2 virus. As part of the supply chain for the defense industry, PSI has a special responsibility to maintain a normal work schedule in support of critical infrastructure needs. (See attached letter from the US Undersecretary of Defense.) It is possible, however, that reduced staffing due to elective and/or health-related quarantining may result in reduced capacity or extended lead times. Because the situation is fluid, Process Sciences will continue monitoring the situation daily, and do our best to balance the safety and well-being of our employees, our clients, and our company in a socially responsible way.

Like most of you, PSI is taking precautions to reduce exposure within our work environment, such as disinfecting, personal distancing protocols, and conscientious nutrition and hygiene as recommended by health professionals. As always, PSI employees are not permitted to come to work if experiencing symptoms of illness such as fever or cough. Our employees understand that they have flexibility and freedom to adjust their work schedules based on their unique situation and their personal concerns with regard to risk.

To mitigate exposure from external sources, non-employees will have limited facilities access, effective immediately. Clients, delivery personnel, and all other visitors must remain in the front lobby area. Visitors requiring access to restricted areas must be accompanied by PSI staff when moving within the facility, and follow PSI guidelines pertaining to physical distancing.

PSI values all of our partners and clients, and we at PSI pray that you stay safe, healthy, and prosperous through this challenging time.

A handwritten signature in blue ink, appearing to read 'Stephen Schoppe', is positioned above the typed name.

Stephen Schoppe
Owner
Process Sciences, Inc.



ACQUISITION
AND SUSTAINMENT

THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

MAR 20 2020

MEMORANDUM FOR DEFENSE INDUSTRIAL BASE

SUBJECT: Defense Industrial Base Essential Critical Infrastructure Workforce

The Defense Industrial Base (DIB) is identified as a Critical Infrastructure Sector by the Department of Homeland Security. The DIB sector is defined as the worldwide industrial complex that enables research and development as well as design, production, delivery, and maintenance of military weapons systems/software systems, subsystems, and components or parts, as well as purchased services to meet U.S. Military requirements. The attached Department of Homeland Security memorandum dated March 19, 2020, identifies the essential critical infrastructure workers during COVID-19 response emergency, and provides guidance to State and local officials as they work to protect their communities while ensuring continuity of functions critical to public health and safety as well as economic and national security.

Consistent with the President's guidelines: *"If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, you have a special responsibility to maintain your normal work schedule."* The Essential Critical Infrastructure Workforce for the DIB includes workers who support the essential products and services required to meet national security commitments to the Federal Government and the U.S. Military. These individuals, include, but are not limited to, aerospace; mechanical and software engineers; manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon systems mechanics and maintainers; suppliers of medical supplies and pharmaceuticals, and critical transportation. These include personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense and government-owned/contractor-operated and government-owned/government-operated facilities.

Companies aligned with the essential critical infrastructure workforce definition are expected to maintain their normal work schedules. Everyone should follow guidance from the Centers for Disease Control and Prevention as well as State and local government officials regarding strategies to limit disease spread. If your contract or subcontract supports the development, production, testing, fielding, or sustainment of our weapon systems/software systems, or the infrastructure to support those activities, are considered Essential Critical Infrastructure. If your efforts support manning, training, equipping, deploying, or supporting our military forces, your work is considered Essential Critical Infrastructure. If you are performing such tasks as providing office supplies, recreational support, or lawn care, they are not considered part of the Essential Critical Infrastructure Workforce. We will continue to assess the conditions as the COVID-19 situation evolves.