

# J A S P E R D E S K

March 24, 2020

## Jasper Desk, Production Operations Update

On March 23, 2020 Indiana Governor Eric Holcomb issued an executive order that outlined essential infrastructure and service providers as well as industries serving those organizations and businesses. In accordance with the Essential Critical Infrastructure Provision related to this executive order and the CISA Memorandum on Identification of Essential Critical Infrastructure, Jasper Desk is maintaining production and operations teams will remain active, working remotely wherever possible. This action complies with the executive order to shut down non-life sustaining government offices and businesses to halt the spread of COVID-19.


We are also quickly working to prioritize any orders and meet requirements associated with supporting the needs of healthcare providers and other essential COVID-19 supportive organizations. Should this affect our standard order fulfillment in any way, we will keep you informed.

We are committed to the health and safety of our Jasper Desk family members – customers, suppliers and staff, and the community, and are continuing to implement safe practices in keeping with the ever-evolving CDC recommendations for health safety.

Our customer service and sales teams will be available using phone and email to continue to provide service to our customers and ensure that project needs are being served with as little disruption as possible. We appreciate your patience as we continue to work through the challenges that COVID-19 is presenting to our country.

We are committed to providing support to all of our customers using video, web and audio conferencing, email communication and maintaining the most up-to-date information on our website to continue providing solutions and services to sustain your ongoing needs.

We are here to serve you. Thank you.

A handwritten signature in black ink that reads "Michael J. Elliott". The signature is written in a cursive, flowing style.

Mike Elliott  
President, CEO and Chairman of the Board