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To: **Our clients and business partners**

March 17, 2020

Our nation's critical infrastructure continues to operate during the coronavirus (COVID-19) pandemic, and here at Archer, we continue to support, advise and help protect our critical industries. However, we are taking steps to ascertain our staff, clients and business partners are healthy and safe.

We are monitoring the situation with information from the World Health Organization and Centers for Disease Control and Prevention. We are following the recommendations of all U.S. federal, state, and local governments along with foreign governments of clients we serve abroad.

Our staff will mainly work remotely during the crisis, although a small number may work on-site in limited capacity on the case-by-case needs of our clients. If we are required to conduct face-to-face meetings, we will ensure that fewer than ten people attend and facilities are properly sanitized. We will exercise social distancing as well as other health recommendations provided by health authorities. If one of our team members shows any symptoms or has been exposed to someone with the virus, we will require self-quarantine. We are accustomed to working in high-pressure and crisis situations. As we often work remotely, we have developed a robust set of tools that allow us to communicate with our clients effectively and safely, from secure file transfer to web conferencing. We will continue to support our clients in their security, reliability and compliance needs.

We encourage you to email or call our staff at any time with questions or concerns.

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We wish you good health during these unprecedented times.

Warm Regards,

The Archer Team