

May 26, 2020

Dear Industry Partner,

We hope that you are all safe and healthy during these challenging times. We want to extend our gratitude for your partnership, and we would like you to know our team has remained highly engaged and is completely focused on serving your needs.

From the start of the COVID-19 pandemic, it has been our mission to stay ahead of all the challenges. Our team quickly defined our operational goals and objectives. We assigned committees to ensure the information regarding the coronavirus is interpreted correctly and is communicated swiftly between our corporate team, our field and industry partners.

Our areas of focus are safety, guideline compliance and production. The Sharpe Interior Systems, Inc. "COVID-19 Response Plan" is compliant with the Centers for Disease Control, Los Angeles Building & Safety, and California State guidelines. These documents are posted at all of our jobsites, and can be found on our website [www.sharpeinteriorsystems.com](http://www.sharpeinteriorsystems.com). Our corporate team and field teams are equipped with all the required personal protection equipment, and we have a robust supply of PPE for continued distribution. Our supply chain remains intact and is without interruption. We have specific plans in place for our Project Managers as well as our field to ensure there are no disruptions to our production.

Sharpe's Executive and Management Teams are continually assessing daily operations, mobilizing manpower and implementing best practices. We are happy to report there are no issues with our capacity, and production in the field is running exceptionally well. In addition, our PM's and Estimating team are working efficiently on current projects and are available to bid/budget upcoming projects.

It is our hope this pandemic ends without continued loss of life, and that our country and our industry can resume to business as usual. On behalf of the entire Sharpe team, we thank you for your continued business during this time.

Sincerely,



Keith Costanzo  
President