



## ENVIRONMENTAL

*Timely environmental analyses  
generating quality data.*

Minnesota Valley Testing Laboratories, Inc.

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As the coronavirus event continues to unfold with daily updates and actions, we are first and foremost protecting the health and safety of our employees, clients, partners, and the community. Our thoughts and prayers go out to all impacted by the coronavirus outbreak.

Protective steps we have implemented so far:

- Assessing personnel to determine availability. Factors that may limit the number of employees includes illness, lack of daycare, etc.
- Utilizing Sales Staff as a backup for our couriers.
- Contacting interns that worked at MVTL during the past year. Due to the fact that they are not in school, we are using them as backup personnel.
- Increasing inventory of critical supplies to avoid delays in shipping.
- Risk assessments for employees who have traveled to COVID-19 hot spots to determine further medical screenings and/or self-quarantine.
- Monitoring employees for indicator signs of COVID-19. Suspected cases will be sent home to self-quarantine.
- Heightened personal hygiene and workplace sanitization.
- Bolstered IT capabilities to allow employees to work from home when needed, conduct virtual meetings and have secure file-sharing methods.
- Limiting vendor and visitor access to our building and staff.
- Cancellation or postponement of large on-site meetings and events.
- Cancellation of nonessential domestic air travel.

We are continuously assessing this ever-evolving situation and making adjustments when necessary. The other factor that may come into play would be if the government mandates travel restrictions. If that happens, we will notify our clients as quickly as possible.

Due to the critical nature of our business, our intent is to continue our operations without interruption. We know that our clients count on us to continue to provide the highest quality data for their products even in the most difficult times. We understand your concern and will do everything that is within our power. We would welcome any questions or requests for additional information.

Sincerely,

A handwritten signature in blue ink that reads "Jerry Balbach".

Jerry Balbach  
President – MVTL  
507-276-0307