



March 14, 2020

Dear Members,

As of Friday, March 13th, 2020, ICIA has taken measures to prevent the spread of COVID-19. While we have no known cases among our team members, we are keenly aware that carriers may be asymptomatic, and therefore started social distancing. Colleagues or any members of their household who are sick are to remain at home and not come to work until feeling well a minimum of 24 hours. Colleagues who can work from home are encouraged to do so and minimize contact with others on site. Business travel and large group meetings are all being reconsidered.

At the same time, ICIA is committed to our member customers and are working hard to get sample test results completed as quickly as possible. I am meeting with our senior leadership team at the start of each day to understand the workload in each lab and availability of people resources.

We are in uncharted territory with the COVID-19 crisis and appreciate your patience as we navigate the unknown. If you have samples requiring higher priority, please let us know so that we can arrange them ahead of your other samples. Our goal is to maintain business continuity while taking appropriate measures to protect the health of families and the community.

Our hearts go out to the families already affected, and we pray for their recovery. We are monitoring the COVID-19 developments closely and will provide updates as needed. Please feel free to contact us with any questions or concerns. This is an unusual and challenging situation, but we are confident that together we can do whatever is needed to best serve our community and our customers. Thank you for your partnership and support.

Sincerely,

A handwritten signature in blue ink that reads "James". The signature is written in a cursive style with a large, looping initial 'J'.

James Fung
Chief Executive Officer
Indiana Crop Improvement Association