



March 19, 2020

To our valued clients, subcontractors and suppliers:

Native Hawaiian Community Development Corporation (NHCCDC) and its family of companies, including GSI Pacific, GSI Americas, GSI North America, GSI Technologies and GSI Federal Group are feeling the effects of the Coronavirus pandemic, as all of you are experiencing, as well. While we face this challenging time, we hope that you will stay safe and healthy.

NHCCDC has adopted in-house policies based upon the CDC's Interim Guidance for Businesses and Employers and will modify these policies as the CDC guidelines evolve. Be assured that the safety of our employees, clients, subcontractors and suppliers are at the forefront in our minds. While it may be necessary to seek alternatives to accomplish our work by rescheduling meetings, amending our travel policy and allowing employees to work remotely whenever possible, our core values remain the same and as strong if not stronger than before this crisis. Policies that were adopted include:

- Business critical local visits to our customer sites are continuing, in line with our safety protocols as well as the CDC. We are also leveraging virtual and remote service capabilities to the greatest extent possible.
- To inhibit the spread of the virus, we have prohibited all travel to and from high-risk areas outlined by the CDC and have restricted all other non-essential travel.
- Where possible, we have asked our team members to hold customer and partner meetings virtually.
- Anyone who has traveled to a high-risk area, has had suspected contact with a person who is infected or is symptomatic is asked to stay home and self-quarantine for 14 days before returning to company or customer sites.
- We have implemented additional safety measures at our sites including enhanced cleaning procedures and screenings, personal protective equipment usage and guidance, and communications on hand washing and other preventive measures.
- Educate employees on Telemedicine screening options



- Telecommuting options for those affected by school closings, family illness, community quarantine impacts, and other related factors deemed attributable to COVID-19.

Our offices remain open and our employees are reachable by cell phone or by email and will continue to work with you to get our projects completed.

I encourage you to remain vigilant and to follow CDC guidelines so that you remain safe and healthy.

Mahalo,

Derek J. Sakaguchi
Executive Director