March 27, 2020

Subject: ATA Engineering COVID-19 Planning

To our valued customers:

We understand that this is an unsettling time as the ongoing news unfolds surrounding the coronavirus (COVID-19). We extend our sympathies to those who are affected. As COVID-19 continues to spread globally and in our own communities, we at ATA Engineering (ATA) are closely monitoring the situation and making decisions based on the guidelines set forth by the U.S. Government, the Centers for Disease Control and Prevention (CDC), and the World Health Organization.

• ATA has implemented a plan to reduce the risk of employees catching the virus and spreading it to others. This plan involves virtual meetings, a moratorium on all noncritical business travel and on-site visits, “social distancing” policies, monitoring of foreign travel by employees, etc.
• ATA is complying with local government stay-home orders affecting our offices in Berkeley, Los Angeles, San Diego, and Denver. All staff at these offices are performing their duties via telework, unless in support of a critical infrastructure activity (as defined by the Department of Homeland Security) and only if that support cannot be accomplished remotely. ATA is strongly encouraging all other employees who can perform their work functions from home to do so, and the majority of staff transitioned to telework status during the week of March 16.
• ATA has provided training to our staff regarding the importance of maintaining our stringent data control policies during telework, and all customer information continues to reside only on ATA’s network or on encrypted ATA-provided IT assets.
• ATA has implemented a plan to reduce the risk of transmission within the company. As part of this plan, we continue to advise employees to follow CDC guidelines with regard to hand washing and hygiene while we take extra precautions to keep our workplace as clean as possible.
• ATA has a mitigation plan that will be executed if an employee tests positive for the virus.

At this point, we do not foresee an interruption to our business or our ability to perform work under your contracts while maintaining ATA’s commitment to quality and schedule. We are monitoring the situation daily and will keep you apprised if anything changes.

Sincerely,

Thomas A. Deiters
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