



March 20, 2020

**Our Commitment to You – an update on Deep Down, Inc.’s Response to COVID-19**

During these uncertain times, the health and safety of Deep Down’s employees, customers, contractors, and other partners remains our top priority. We are committed to following the guidelines determined by federal and local governments and the Centers for Disease Control and Prevention, and we urge all of our business partners to heed such guidance for the common well-being of our communities.

In response to developments with the Coronavirus (COVID-19), Deep Down has enacted procedures to do our part in stopping the spread of COVID-19, while ensuring uninterrupted service to our customers.

These procedures include:

- The majority of our engineers, project managers, and administrative personnel have been working remotely since March 16 but continue to be fully available to support all of our stakeholders.
- In support of our customers’ critical infrastructure activities, we have key operational personnel continuing to work onsite but have modified our operations in line with recommended guidelines such as implementing social distancing practices.
- Restricting access to our facility to only business critical personnel and visitors.
- Temperature screening of our employees and any onsite visitors in compliance with all HIPAA regulations.
- Daily temperature tracking of our employees to verify health history prior to traveling offshore.
- Enhanced risk assessments for any employees who may exhibit COVID-19 related symptoms or exposure risk.
- Increased cleaning and disinfecting of our facility.
- Suspension of all business travel until further notice, except for business critical travel, which is assessed on a case-by-case basis.

We will continue to provide updates as necessary on the steps we are taking to mitigate this situation.

Deep Down’s Business Continuity Team continues to work the details of our response to the COVID-19 outbreak. As we navigate the unprecedented situation before us, we want to assure you that we remain as committed as ever to serving and supporting you.

We appreciate your cooperation and support through this situation.

Sincerely,  
Charles Njuguna  
President/CEO