

Protecting the health and safety of our employees across the country, while serving our customers and meeting business objectives is our priority. As information regarding COVID-19 is continuously evolving, we are preparing for multiple scenarios that might affect our employees and business. We've activated our Business Continuity team and are following the CDC guidance as changes and updates occur. To help contain the spread of COVID-19, we've implemented the following proactive measures:

- Recommending those employees who are able to work from home do so until further notice.
- Practicing “social distancing” - staying at least 6 feet away from each other as much as possible; closing communal gathering spaces including dining areas in our offices; limiting the number of available conference rooms.
- Rescheduling or cancelling all non-essential business travel.
- Limiting contact with vendors and agencies; asking those who visit our offices to determine business necessity and cancelling, rescheduling or conducting meetings virtually.
- Intensifying cleaning protocols in high-traffic areas and surfaces using cleaning solutions that specifically eliminate viruses.
- Requiring an employee with a fever who is exhibiting flu symptoms to work from home, or if they elect, take time off.
- Requiring any employee who has had significant close contact with a confirmed case of COVID-19 or who is returning from an area that has been designated as Level 3 by the CDC to self-quarantine for a minimum of 14 days.
- Increasing our investment in technology for our employees, enabling them to continue to conduct business and serve our customers despite the ever evolving COVID-19 state.

(Updated March 18, 2020)