



March 12, 2020

## COVID-19

The world health community continues to monitor closely the emergence of the "coronavirus disease 2019" (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (flu) virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations in the event of a shutdown.

Security is an essential business function.

- Security Officers are essential positions to provide a safe and secure environment to our clients, their property, and people.
- To be at work on your scheduled shift. Understand that hours of coverage and manpower may change.
- You are to follow your site-specific operations. Some locations may close and request minimal security coverage while other locations may need additional security coverage. You may be asked to assist at other locations.
- Ensure to follow the client's contingency plan and proactively ascertain their expectations
- Follow through with written communication documenting your activities.
- Do not come to work if you have a fever or other symptoms

In addition, we are asking you to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. You are reminded of the following:

- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean your workspace frequently