



March 12, 2020

Dear Client,

With the global spread of the coronavirus disease (COVID-19) dominating the news, I want to personally let you know about the measures PEOPLELEASE is taking to respond to the situation as we continue to support you and your business. Our focus is meeting client needs while keeping our clients, colleagues, and communities safe.

We understand this may be a challenging time for you, your business, employees, and loved ones. You partnered with PEOPLELEASE for peace of mind and we're dedicated to upholding that commitment to you now and in the future.

### **PRECAUTIONS WE'RE TAKING AS AN EMPLOYER**

In accordance with guidelines set forth by the World Health Organization and the Centers for Disease Control, we have taken the following precautions to protect the health and safety of our colleagues and clients:

- We have restricted all non-essential business travel indefinitely.
- If the need arises, we will implement quarantine and remote work policies.
- PEOPLELEASE colleagues will continue to employ our state-of-the-art technology resources to communicate with internal teams, partners, and clients like you.
- We will take other precautions appropriate for conditions in the specific locations where our colleagues live and work.

### **HOW WE'RE SUPPORTING OUR CLIENTS**

PEOPLELEASE is equipped to maintain normal business operations in the face of challenges like natural disasters, inclement weather, or viral outbreaks.

- We are ready to implement existing emergency response plans and have taken additional measures to ensure clients experience no disruption in payroll, risk, HR, and other services if our teams face quarantine or other restrictions.
- Should you experience operational changes, our teams are here to support you. We are prepared to help you react to legislation or stimulus measures that may impact your business operations.
- If you or your employees are concerned about paycheck delivery due to shipping delays or facility closures, we will ship checks to an alternate location. We encourage you to consider setting up payroll disbursement through direct deposit or pay cards for employees currently receiving paper checks.
- You can communicate with PEOPLELEASE team members via phone calls and web and video conferencing.

The health and safety of our colleagues, clients, and communities continues to be our priority as we navigate the rapidly changing coronavirus situation. If you have any questions about the PEOPLELEASE response or how we can support you and your business, please feel free to reach out to me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Jerry White".

Jerry White  
President and CEO