



SAFETY MANAGEMENT  
GROUP

March 17, 2020

Re: Safety Management Group Response to COVID-19

To Our Valued Clients:

This communication details Safety Management Group's response to the COVID-19 pandemic and the guidance and precautions issued to our Associates to keep each of our team members, their families, our Clients and the general public safe. We are providing frequent communications to Associates by sending email updates on COVID-19. These updates include client requirements and guidance, the most recent statistics on the coronavirus, symptoms to look for, tips to prevent the spread of the virus, recommended guidelines from the CDC, quarantine information, who to contact if you have been exposed or diagnosed and business interruption preparedness.

Some of the proactive measures we are taking include the following:

- SMG management team is meeting daily to discuss our response plans and any needed modifications to those plans to address the quickly changing environment.
- We are mitigating the spread of the virus by reiterating CDC recommendations and providing guidance to all Associates to wash hands frequently, do not come to work if sick, avoid shaking hands, wipe down workstations with disinfecting wipes before and after use, and maintaining a social distance of at least 6 feet.
- We have restricted all non-essential business travel, moved in-person meetings to web or conference calls, and are allowing work from home where necessary and when feasible.
- All Associates have been notified that if they are considered to be "medium" or "high risk" for contracting COVID-19 (meaning they have been in close contact with someone who is known to be infected, or have traveled from a high-risk region that has implemented local quarantines or travel restrictions), they are to inform their Manager and Human Resources immediately. They will also be asked to follow CDC guidelines for Self-Quarantine and be restricted from coming to the workplace for 14 days.
- Associates have been directed to not come to work if they are sick and if they believe they could have COVID-19, they should seek immediate medical attention. If a family member becomes ill, that would put them at "medium risk" for contracting COVID-19, the associate is required to notify their Manager and Human Resources and not report to work for 14 days.
- If Associates believe they may have been potentially exposed, they are bringing these concerns to their Manager and Human Resources to evaluate and address accordingly.
- SMG has issued a Safety Bulletin to all Associates to follow and use as necessary at Client sites. In addition, we are utilizing our Pandemic Plan to provide guidance in maintaining Business Continuity.
- For the safety of our trainers and clients, training classes scheduled at our corporate office will be discontinued until additional guidance is provided by the CDC on social distancing.

We wish everyone the best during this crisis and please let us know if we can do anything to assist your teams! If you have any additional questions or concerns, please don't hesitate to contact us.

Thank you for the continued opportunity to allow SMG to serve you!

Sincerely,

A handwritten signature in black ink that reads 'Randy Giesecking'.

Randy Giesecking, CHSP  
President