



To Our Valued Customers:

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). At Retlif Testing Laboratories the health and safety of our employees and customers is our top priority and we are taking appropriate action based on guidelines issued by the Center for Disease Control and Prevention (CDC), as well as state and local authorities. We have taken the following steps to ensure a safe workplace, while also maintaining the continuity of business operations.

- Informational sheets about how the Coronavirus is spread, its' symptoms, and how to protect against the virus have been sent to employees. Tips on preventing the spread of germs have been posted in common areas, including the customer lounges and conference rooms.
- Retlif has put in place enhanced steps to increase the scope and frequency of our facilities cleaning in all Retlif locations in order to clean and disinfect our facilities and frequently touched objects. Alcohol-based hand sanitizers have been made available throughout the workplace and in common areas. Disinfecting cleaning wipes and tissues are also readily available in the customer lounges and customer conference rooms.
- Retlif is doing everything possible to minimize any business travel on the part of our employees. We will continue to monitor the activity coming in and out of our buildings and we encourage everyone to maintain a heightened awareness of their day to day activities and travel plans and to check the travel section of the CDC website for the latest travel guidance and information updates.
- Employees are reminded to not come to work while they are sick and/or experiencing respiratory symptoms such as fever, cough, and shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue and to check with a health care provider as needed. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 72 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.

Note: To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, please be advised that all visitors to any Retlif facility will be asked to complete a short questionnaire. **In addition, as guided by state orders, we require all customers entering Retlif facilities to bring a face mask to wear, as our employees will be doing the same.**

Again, our priority is to maintain a safe and healthy work environment for all Retlif employees and customers. Thank you, in advance, for your support in this effort. If you have any additional questions, please contact Human Resources directly at [HR@retlif.com](mailto:HR@retlif.com).

Best regards,

Retlif Testing Laboratories Human Resource Department