



To Our Valued Customers:

As the country begins to see positive results from COVID-19 mitigation efforts, the world health community continues to monitor closely the spread of 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 the Covid-19 virus, how to minimize and protect against its' spread, and information about the Covid-19 vaccines have been sent to employees and posted in common areas.
- Retlif has put in place enhanced steps to increase the scope and frequency of our facilities cleaning in all Retlif locations. 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 continues to minimize business travel, when possible. In addition, we encourage everyone to maintain a heightened awareness of their day to day activities and travel plans and to check the travel section of both the CDC and state websites for the latest travel guidance and information updates.
- Employees are reminded to not come to work while they are sick and/or experiencing symptoms that could indicate COVID-19.

Note: Visitors entering our facilities will no longer receive temperature screenings or be asked to fill out a visitor questionnaire upon their arrival, however, visitors are encouraged to continue to monitor their health for signs and symptoms of COVID-19. In addition, current CDC guidance for people who are fully vaccinated (*2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine*) allows for the resumption of activities without wearing a mask. **Retlif is following CDC guidance and will not require our workforce or visitors to wear a mask in our facilities if fully vaccinated. Please be advised that visitors will need to provide proof of full vaccination upon arrival at any Retlif facility, if electing to not wear a mask (i.e. vaccination card, screenshot of card).**

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.

Best regards,

Retlif Testing Laboratories Human Resource Department