



To Our Valued Customers:

As the country has witnessed a significant surge of the highly transmissible COVID-19 Omicron variant, the health and safety of our employees and customers continues to be Retlif's 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.

- All Retlif employees are required to receive the COVID-19 vaccination unless a reasonable accommodation has been approved in accordance with applicable law.
- 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: Retlif is complying with the recent COVID-19 CDC guidance regarding isolation and quarantine measures. Please be advised that Retlif has reinstated a visitor questionnaire to be completed daily to align with the updated CDC guidance. 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