



# Memorandum

Corporate Headquarters  
Legal Department  
4400 Cox Road, Suite 200  
Glen Allen, VA 23060

**To:** Apex Systems Contract Employees  
**From:** Buddy Omohundro, Chief Services Officer & General Counsel  
**Date:** March 4, 2020  
**Re:** Coronavirus (COVID-19) Guidance for Contract Employees

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As the coronavirus (COVID-19) situation evolves, we are actively reviewing Apex's response, putting your safety, welfare, and well-being as our top priority, while continuing to serve our clients and partners.

In order to ensure employee safety and guarantee business continuity, Apex is approaching the issue in several ways. Apex is working directly with its clients to ensure that at-risk or symptomatic employees are not entering client or company facilities until they have been properly cleared. As well, Apex is closely monitoring all employees' domestic and international travel, restricting travel when necessary and consistent with client guidelines. The company is also striving to place contract employees in local markets in order to minimize unnecessary employee travel and exposure to the virus.

Apex is also adhering to guidance from regional and local health authorities on how to best safeguard our employees' health and our business. We are doing so in synchronization with client requirements in order to ensure clients receive the safest and most effective services from our organization. In the interest of all employees, and our clients, we are implementing the following restrictions until further notice:

## **Travel**

- Contract employees who have travelled to or through international countries within the past two weeks and going forward, or who live with an individual who has traveled internationally within the last two weeks and going forward, must notify the company immediately by contacting Contractor Care at 866-612-2739 (or ContractorCare@apexsystemsinc.com). Such employees are prohibited from entering client or company facilities until Apex has provided permission to do so. Permission to enter client sites will only be granted once affected clients have also provided their approval. In some cases, employees may be required to be symptom-free for a period of time before returning to work.
- Going forward, Contract employees should inform the company of any international travel required for business. Contract employees must adhere to all client and company protocols regarding domestic and international travel and should communicate with their Apex point of contact before travel is booked in order to ensure compliance with client directives. When a client indicates that travel is not necessary or advises against it, Apex will work directly with the client to arrange remote work in order to satisfy the client's business needs and avoid employment disruption. When remote work is the best



solution, contract employees must follow client guidance regarding remote access to information.

- Additional country-specific travel restrictions may apply and be enforced through the company's travel department.

We will reassess this guidance as the COVID-19 situation develops. If you have questions, please feel free to contact Contractor Care.

### **Working from home**

- Contract employees who have been diagnosed with COVID-19 or are experiencing flu-like symptoms, have medical risk conditions, or believe there are COVID-19 associated risk factors in their private environment, should immediately notify their Apex point of contact and send notification to 866-612-2739 (or ContractorCare@apexsystemsinc.com). Apex will evaluate your concerns, will discuss them with applicable clients, and provide prompt feedback on whether remote work is allowable and approved. Keep in mind, a positive diagnosis will likely result in a 14-day quarantine from client and company facilities and will require input from our client before a return to work will be possible.

Thank you for your proactive cooperation. By collaborating closely, we can together protect employee health and well-being and ensure business continuity for our clients and partners.