Date: August 3, 2020

To: All Per Mar Security Services Clients & Business Partners

From: Per Mar Security Services

RE: **Modified Operational Procedures in response to Coronavirus (COVID-19)**

To Whom It May Concern:

Effective Monday, August 3, Per Mar Security Services has implemented numerous changes to our standard business operating procedures. We are writing today in order to share those changes with our clients and business partners, and to ask for your cooperation in following these new procedures.

Per Mar is committed to keeping our employees and customers safe. Please be assured we have protocols in place and are following the guidance of the CDC and local public health officials. Our objective remains to safely provide life safety and security services to our customers, while also keeping the health of everyone top of mind. Our services will continue as normal during this unprecedented time. We will be utilizing technology to allow many employees to work remotely, and will be operating with minimal staff in our offices where necessary. Our technicians, salespeople, and security officers are still working, and continue to follow our stringent sanitizing guidelines.

Below we have highlighted our modified operating procedures in an effort to keep our clients, business partners, and employees safe and healthy during this time.

Modified Operational Procedures for Per Mar Employees & Clients

1. We have heightened our cleaning and disinfecting procedures for all Per Mar team members.
    o   All Per Mar branches have implemented the following cleaning procedures:
        •   Spray down all common areas, door handles, breakrooms (appliances, sinks, tables, vending machines), bathrooms, and hand rails at least once a day with a disinfectant cleaner or wipes.
        •   Turn off all water fountains.

- All technicians will wash their hands or use hand sanitizer before and after every service, installation, or inspection call.
- All security officers will use hand sanitizer or wash their hands and wipe down surfaces with sanitizing wipes before and at the end of their shift. They will continue to use hand sanitizer often throughout their shift.

2. We have instructed anyone who is not feeling well to stay home. Please instruct your employees to do the same.

3. All employees should follow social distancing protocol during necessary interactions. Handshakes should be avoided. Six feet of distance at all times is recommended.

4. Masks will be worn while traversing the common areas of our buildings or while visiting employees at other workstations. If meeting in person with another employee, masks are not required once you have arrived at the meeting room.

5. Employees should only work from the office when six feet of distance can be maintained between their workstation and the nearest occupied workstation. Care should be taken where possible to orient or utilize workstations to minimize direct air flow between them. This can be accomplished by changing or moving workstations, placing barriers between workstations, or changing the direction the employees will be facing at their workstation.

6. Limit visitors to the Per Mar branch offices when possible and follow social distancing measures. If you can reschedule or accomplish what you need with a video or phone call, that is preferred.

7. Limit in person meetings with Per Mar employees, clients, and business partners; employees should utilize email, phone or video conference instead. If an in person meeting is essential, social distancing measures should be followed. No in person meetings of more than 10 people are permitted.

We very much understand the extreme nature of what we are asking each of you to do, but we feel very strongly that these actions give each of us the best possible chance to successfully navigate these most extraordinary times. We thank you in

advance for your cooperation as we work to provide a safe workplace for all personnel.

Please contact Brian Duffy, Chief Operating Officer, at (563) 344-7311 if you have questions or concerns.