

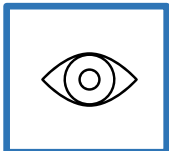
General Guidance for All Workers and Employers

As an employee of the Company, we greatly value your safety and your experience working for us and the business clients we serve. In this very difficult time dealing with COVID-19 and the special circumstances that have resulted, we have developed some guidelines we expect you to adhere to when working at any of our remote client worksites.

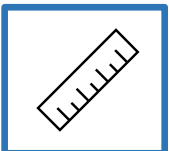
For all workers, regardless of specific exposure risks, it is always a good practice to:



Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibly soiled.



Avoid touching your eyes, nose, or mouth with unwashed hands.



Maintain a safe distance from other workers. 6 ft is recommended but not always possible. Do your best to accommodate those around you and avoid congregating or gathering in groups.



Practice good respiratory etiquette, including covering coughs and sneezes. Cough into your elbow and not your hand.



If you are ill, or feeling symptoms related to COVID-19, please stay home. If you feel ill during the day while working, notify your supervisor first, then isolate yourself, or clock out and go home.



Contact your representatives at Infinium if you have any concerns or issues while working at our client worksites.



Recognize personal risk factors. Certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.

PLEASE LET US KNOW IF YOU HAVE ANY QUESTIONS OR CONCERNS