



March 26th, 2020

At VIVO, the health, safety and well-being of our team members and client partners is of extreme priority during these unprecedented times. Like you, we are deeply concerned and want to do what we can to help our employees, communities and families stay safe and healthy. We assure you we take this responsibility seriously.

We have outlined a few COVID-19 precautions that are in place:

- We are utilizing a fulltime in-house Safety Manager supervising a comprehensive safety program meeting the required safety guidelines from the CDC, local, state and federal agencies.
- We are performing random onsite crew inspections throughout the workday.
- We have trained all employees on the importance of following extensive and thorough cleaning procedures.
- We have created staggered starts each morning from all yards with each crew to avoid gathering in groups. They leave the yard to their first scheduled stop and then conduct a daily stretch n flex and tailgate meeting.
- All employees that drive/ride in vehicles will disinfect steering wheels, door handles, tools and equipment handles and phones daily and wear gloves. We have also reduced crew size as needed.
- All employees practice social distancing of at least 6 feet when outdoors working or near others.
- All employees will not enter any building unless absolutely necessary and should maintain at least 6 feet or more distance away from others.
- All employees will take extra precautions when using any outside public or private restroom. Wash hands thoroughly and wipe down any surfaces touched prior.
- If any employee shows symptoms, they do not come to work. If they do show up and have symptoms, they will be sent home.
- Utilize our HR Department to directly manage any related employee situation as needed.

Our goal is to minimize the overall impact this situation may cause and continue essential landscape services. All of our employees are working together and share this responsibility. As this situation continues to evolve, we will monitor and follow the guidance from health officials. We will continue to follow their recommendations and expertise as we make decisions. We sincerely appreciate your continued support.

Best Regards,

Vivo Group, Inc.