

March 18, 2020

Team,

I know the last couple of weeks have been a bit confusing for us all due to the Coronavirus pandemic. Please be assured that management is monitoring the COVID-19 pandemic very closely and during this unprecedented time, please know our goal is to protect the health and well-being of our employees while ensuring the continuation of business-critical services to our clients.

The management team has assembled a "COVID-19 task force and action team" currently comprised of Chris Bracone, Debbie Crawford - Richmond, John Mergener - Phoenix, Scott Stephens, Steve Berman, Shelly Anderson and myself that formally meets every day to discuss new developments, our changing environment/plans, and to review issues as they occur.

We are also working aggressively to establish a new externally accessible company web page to provide updated information that we hope to have live and accessible tomorrow for all.

Additionally, we have recently implemented a number of preventative measures companywide, in hopes of keeping our employees safe and will continue to do so as the fluid situation continues to changes.

Please note the following precautions, effective immediately until further notice:

- All non-essential business travel will be suspended.
- Personal travel quarantines will be implemented for all employees traveling outside of the continental US.
- Employee/Team engagement events will be limited for the time being.
- Reduction in the number of visitors allowed on-site.
- It is imperative to practice social distancing during this time...give your co-worker a friendly elbow bump to show them you care.
- Everyone should continue washing their hands thoroughly and frequently. If you are unable to wash your hands using soap and water, please use the hand sanitizer, which should be provided in all locations.
- Please make sure you are wiping down all keyboards, phones, door handles, desks, machines, and/or all other work surfaces frequently, with a disinfectant. This should be done multiple times per day.
- For everyone's safety, we must remember common areas, as well: Breakrooms, (tables, chairs, microwave, etc.) conference rooms (tables, phones, chairs, tv remote, etc.)
- Sunshine is not only good for the soul, but also effective at fighting viruses. Why not go outside during your break and enjoy the fresh air and natural Vitamin D?
- If you are feeling ill, please notify your manager immediately. We have thermometers on site, and can take your temperature to check for a fever. Please do not come to work if you are feeling ill.

- Please utilize Anthem's Telehealth benefit, if you are currently enrolled in our insurance plan. It's as simple as downloading the app on your phone called "Sydney". Each plan participant is allotted 12 live video chats with a licensed physician at no charge, (per family member) and they can even call a prescription into your local pharmacy.

We are all in this together, and ultimately have one goal. Datamatx is committed to providing exceptional quality customer service, while safely maintaining the health and integrity of all employees.

Thank you in advance for your continued cooperation and we will continue to keep you updated.

Allison Asher  
Human Resources Manager



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