

Memo

To: All Office Personnel, Accounting/Finance, HR, IT

From: Errin Sullivan Vice President, Human Resources

Date: March 15, 2020

Re: Business Continuity Plan

Due to the current COVID-19 outbreak, many employees are inquiring about the option to work from home, due to lack of child care, work reductions, and office closures. We are considering these possibilities based on position. We are making exceptions to policy to help with the continuation of business, and the circumstances that our employees are facing with closures of schools and businesses.

Wherever possible, we want to allow flexibility with work schedules, up to and including part time employment, to help accommodate personal needs that have been impacted by school closures and businesses. Our policy of no kids in the workplace still stands during this time, we need to limit visitors to prevent the spread of COVID-19. Please talk to your supervisor and your HR partner for assistance with your schedule needs.

We will evaluate the feasibility to work from home. Positions approved to work from home may include the following: **Office personnel, Accounting/Finance, HR and IT.**

We will evaluate computer and security controls required to work from home, and we will take proactive measures to facilitate work from home accommodations. These arrangements are expected to be short term unless otherwise mandated by state or federal authorities. Not all positions can be accommodated to work from home due to security measures, and we are actively working through business continuity under emergency at-home isolation.

We will continue to monitor guidance from health officials and the need for these temporary work arrangements. We may require employees to return to regular, in-office work at any time based on essential needs to continue operating the Company, and in consideration of public health, state and federal guidelines.

Regards,

Errin Sullivan

Errin Sullivan
Esullivan@embassyllc.com
Vice President, Human Resources