



June 12, 2020

To our Valued Clients and Business Partners:

In March, we shared our [commitments and business actions](#) taken to support the safety and wellbeing of our people while continuing to maintain business continuity for our clients globally during the pandemic. Over recent months, we have witnessed the resiliency and fortitude of our people and our clients – from the numerous frontline workers to our consulting colleagues to our IT and operations teams – as they continue to rise above with minimal if any impact to the services we offer our clients and the communities we support.

While the declared health emergencies remain in place, we will continue to encourage work-from-home arrangements wherever practical. This is designed to reduce the potential for infection of both Guidehouse employees and the clients and communities we serve. As governments reduce their pandemic restrictions, we have shifted the focus of our business continuity efforts to safely returning to our physical offices. We have developed a risk-based multi-tiered approach, taking into account national, state and local government guidelines, building landlord preparations, and the implementation of social distancing, contact tracing and enhanced hygiene services. As such, Guidehouse will not be hosting visitors in its facilities during these early days of office openings. The company looks forward to in-person collaborations at our facilities once the public health emergencies are lifted.

For work at client locations, we have developed a Client Workplace Readiness Compliance Checklist that encompasses our requirements for confidentially evaluating those requests to resume onsite working arrangements. Engagement leaders will be reaching out to understand specific client needs as we return to your business sites. Our priority is to remain responsible stewards of our business relationship and support these requests for onsite presence, balanced with an understanding of the protocols and procedures our clients require of us upon return including, but not limited to:

- Office building and specific workspace preparedness along with any new access control protocols;
- Workspace social distancing and contact tracing protocols specific to the client's location and circumstances;
- Workspace/office cleaning and sanitization methods, particularly with regard to shared/common spaces, equipment and workstations;
- Notification procedures should employees report symptoms after returning to the client location;
- Workforce preparedness in the form of any additional employee training or communications requirements to support transition confidence;
- Protocols for use of common spaces and/or food preparation spaces.

We continue to closely monitor COVID-19 related information including updates from the World Health Organization (WHO), the U.S. Centers for Disease Control (CDC), and the guidance issued by public health authorities where Guidehouse employees live and work around the globe. In addition, we are collaborating with our global travel and lodging partners as well as our

landlords to meet our safety standards. As our position evolves, Guidehouse will continue to update our status on the company website at [www.guidehouse.com](http://www.guidehouse.com). Inquiries may be directed to [wecare@guidehouse.com](mailto:wecare@guidehouse.com).