



## **A Letter from the President to All Employees on Novel Coronavirus (COVID-19)**

Effective Date: March 16, 2020 – Notice subject change based on evolving conditions.

A Letter from Terry Boboige, President

To All Perry Johnson Companies Employees:

In light of the unprecedented circumstances surrounding Coronavirus I understand that many of you are concerned about your own health and well-being as well as that of your family and friends, and business moving forward. It is important that all of us use common sense judgement and practice caution because this is a very serious issue, and at the same time be optimistic and not panic. As a team we will get through this together.

The health and safety of our staff, our auditors, our clients and all families are of the utmost importance. Keeping this in mind we must all practice good hygiene in every aspect of our daily lives. Including but not limited to: social distancing, frequent handwashing, wiping down and disinfecting surfaces, etc., as well as being conscious of the elderly, individuals with compromised immune systems and those with pre-existing conditions. Any individual who is ill or displays symptoms of the Coronavirus (fever, cough, shortness of breath, or any of the complete list of symptoms available at <https://www.cdc.gov> ) please remain home, and contact your direct manager. We are working together to maintain and conduct business as this is the lifeblood of our company. All of us need to put our best effort forward so we can maintain our existing customer audit schedules by on site audits as the first line of business whenever possible. Second line will be virtual audits as the alternate plan working in partnership with instruction from our oversight accrediting bodies.

At this time, our office remains open with employees reporting “in-office”, and our organization has contingency plans in place in the event the health crisis worsens and are monitoring the situation carefully as we have the utmost concern for the current situation as well as moving forward. The hope is that the number of cases diminishes with the impending warmer weather and the American public employs good hygiene, social distancing and less public event attendance in efforts to restrict the spread of the virus.

I am hopeful we will return to business as usual in the near future. Close monitoring of all developments and regular updates will be provided. We will get through this together.

Terry Boboige, President