

Morefield Communications Advisory: COVID-19 Update July 1, 2021

Overview:

The safety and well-being of our employees and clients is the number one priority at Morefield. Despite seeing a steady decrease in the number of positive cases of the Coronavirus (COVID-19) in the Commonwealth of Pennsylvania, Morefield will continue to implement steps to facilitate a safe work environment for our employees so that we can continue to provide support to our clients during the pandemic. We will continue to monitor the situation and make adjustments as the situation changes.

Precautionary Actions:

Morefield Communications is monitoring advisory recommendations from the World Health Organization (WHO), Center for Disease Control (CDC), and the PA Department of Health for the latest information and best practices as they relate to the coronavirus. Morefield has taken the following precautionary measures to protect the health our employees, clients and our overall community to reduce the spread of the virus.

This includes but is not limited to:

- **Proactive Employee Communications:**
 - All Morefield employees have been reminded of their personal responsibility to contact their health care provider and stay home in the event they feel sick. They are not to come into our offices or visit our clients.
 - All Morefield employees have had reminders on good hygiene best practices and these reminders are posted throughout our facilities.
 - All Morefield technical employees have been provided with PPE and have been instructed to use it when required for onsite client work.
- **Morefield Facilities:**
 - Reviewed and increased frequency of cleaning practices in our Camp Hill and Altoona, PA offices.
 - Additional cleaning agents and sanitizers have been provided.
 - All office employees have been provided with access to cleaning agents.
 - All common space areas and equipment have cleaning agents available for usage after use of common space or equipment.
- **Company Fleet** - All company vehicles have been provided with cleaning agents and sanitizers for disinfecting company vehicles between each drive.
- **Leadership Reviews** - Our leadership team has been meeting regularly to address this fluid situation and have been using team collaboration tools internally to keep our teams updated.
- **Business Continuity Plans** - Morefield has always advocated for flexible work practices and we have all of the technology in place to allow our business to operate away from our offices in the event of a disaster. As a standard practice, Morefield routinely reviews personnel contingency plans for key job functions to facilitate operational continuity.

- Client Communication and On-Site Work - For customers requiring Morefield employees to be on location, the respective Morefield account lead will proactively communicate with the client to discuss and work through any changes to on-site staffing, project lead times or potential disruption issues. All Morefield employees have been instructed to comply with procedures set forth by our clients in regard to their policies related to the outbreak.