

Regarding COVID-19

Dear Counselors, RA's, and customers,

Amid the current concerns regarding COVID-19 and continuing to provide vocational evaluations, we at VIP Services are taking the necessary steps to help keep all of our customers safe and provide reassurance of our concern and priority for their wellbeing.

VIP Services is following the guidance of global health experts at the World Health Organization (WHO) and U.S. Centers for Disease Control (CDC) on preventing the spread of the COVID-19 virus.

We are regularly cleaning and disinfecting our facilities and equipment, and we are reminding our employees about frequent hand washing, as well as making sure if any employee feels sick that they will stay home.

To further assist in providing a safe environment for our customers, we are doing the following:

- Reducing the number of persons allowed to attend a vocational evaluation.
Therefore, instead of allowing up to 6 at a time, we are keeping groups to a maximum of 4.
- Seating customers with maximum distance from each other in the classroom and work areas.
- Instructing and reminding customers during each vocational evaluation of the preventive behaviors:
Frequently washing their hands, avoiding touching their face, coughing into their sleeve, and staying home if they feel ill.

We are aware that some of our customers are in the 'most vulnerable' group regarding this virus. Therefore, we ask that everyone use discretion on who should attend a vocational evaluation during this current season.

Sincerely,

VIP Services