



March 18, 2020

To All Job Options Employees:

As CEO of Job Options, I want you to know that we are doing everything possible during these extraordinary and unprecedented times to take care of our employees and continue to provide you with the safest work environment possible. **There is nothing more important than the health and safety of each and everyone of you.** We will work together as a united team to ensure we get through these challenging times successfully. We are extremely proud of our employees and the professionalism you exhibit at your sites as representatives of JOI and especially in light of the current circumstances.

It is important that we all remember to do our part—both at work and at home—to consistently follow the guidelines that are outlined in the paycheck flyer distributed this week. We will continue to remind you of these important practices:

- ✓ Wash your hands throughout the day
- ✓ Use a tissue when sneezing or coughing or, if no tissue is available, sneeze or cough into the crook of your elbow
- ✓ Avoid touching your face
- ✓ Use Social Distancing – try to keep 6 feet between you and others
- ✓ Drink plenty of water throughout the day
- ✓ Get some fresh air – take a walk outside during your breaks
- ✓ Stay home if sick

While we need everyone reporting to work to continue to provide services to our customers, it is also important that you stay home if you develop any of the following symptoms of the virus—fever, cough, shortness of breath—as the goal is to reduce the spread of illness. Being diligent in following all of the above tips will help us all stay healthy. However, in the event you do become ill, please utilize your sick and vacation pay, stay home and call your doctor to determine if you need to be tested for the virus. In the event you do become ill and have exhausted your sick/vacation benefits, please contact your Project Manager. As a company, JOI is committed to supporting our employees and will institute an advancement of sick/vacation hours should an employee require it if sick.

We will get through this and rest assured we are doing everything possible to maintain the safest possible work environment. While the current situation can produce some increased anxiety, one thing we should all be grateful for in this time of rapidly increasing unemployment is that our jobs are all secure as we work under long term contracts with the Federal Government. The job you do is important and in these times we provide essential services. Be proud of what you do and also grateful for what we have. There is nothing we can't overcome with the awesome JOI team working together.

Thank you for all you do!

A handwritten signature in blue ink that reads "Jeff Johnson".

Jeff Johnson  
Chief Executive Officer