



March 20, 2020

Dear TEAM Employees,

We imagine you are aware of and monitoring the evolving situation surrounding the novel coronavirus (COVID-19). Here at TEAM we are doing the same and we wanted to reach out in this time of potential uncertainty.

We would first like to assure you that TEAM's operations remain at full capacity to support you and you should expect no interruption to the services that TEAM provides.

As far as your daily work and schedule, we urge you to stay in contact with your onsite manager or other relevant party to determine if and how your normal activities will be affected.

Both on and off the job, we also want to remind you to adhere to the CDC's guidance for good hygiene and infection control practices, including:

- Staying home when sick or showing any symptoms of COVID-19
- Frequent handwashing (at least 20 seconds with soap and water), with hand sanitizer as a temporary measure if soap and water is unavailable
- Following respiratory etiquette (coughing and sneezing into an elbow, etc.)
- Encourage social distancing where appropriate and possible
- Maintaining a clean work environment and washing/disinfecting regularly.
- Discouraging use of sharing any personal items, work tools or equipment, etc.

Other important considerations and resources:

- For those employees receiving paper checks, we strongly encourage you to enroll in direct deposit, which will prevent any delays in payments reaching you as a result of mail service delays or interruptions as a result of this pandemic. It will also save you a trip to the bank or check cashing location and encourages social distancing measures during this time. To request a direct deposit form, please contact [support@teamemployer.com](mailto:support@teamemployer.com).
- For the latest news and developments regarding COVID-19, please visit appropriate state or local government web sites and/or the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

TEAM is here to help answer any questions you may have. Please do not hesitate to reach out to your dedicated Payroll Specialist if there is anything we can do to help.

If you have specific questions or want to chat further about how to stay safe at work during the COVID-19 pandemic, please contact TEAM right away by calling 619.281.1100 or emailing [hr@teamemployer.com](mailto:hr@teamemployer.com) – we can help answer questions about policies particular to your work site, look into benefits that you may be eligible for if not working, and help with any other



## **RISK MANAGEMENT STRATEGIES**

employment-related questions you have. Any urgent requests you have after-hours or on weekends can be directed to [urgentvm@teamemployer.com](mailto:urgentvm@teamemployer.com).

We will continue to be in touch over the coming days and weeks with additional updates.

Sincerely,

Cheryl

**TEAM Risk Management Strategies, LLC**

3131 Camino del Rio North, Suite 650, San Diego CA 92108  
TELEPHONE 619.281.1100 | FAX 619.281.1926 | [www.teamemployer.com](http://www.teamemployer.com)