NOTICE TO OUR VALUED CLIENTS

Infiniti Operations COVID-19

Contingency Plan

Due to the recent rapidly changing developments to the outbreak of COVID-19 Infiniti Resource Management is sharing our company "Emergency Operations Contingency Plan". This document summarizes our operational procedures in the event actual quarantine or containment instructions are given to the state of Florida by the county health services.

- ✓ Operations will continue as normal remotely between the hours of 8:30am to 5:00pm - Monday through Friday.
- ✓ Calls will be answered by our "Answering Service" and messages will be sent to the corresponding individual by our receptionist
- ✓ Payroll services will continue to be processed by your assigned payroll processor
- ✓ Human Resources services, Workers' Compensation and the Benefits Department will continue providing support remotely
- ✓ Our staff will have access to emails and will respond to your emails accordingly

In the event couriers and Fed Ex business are interrupted, we will work with management to minimize delivery disruptions. However, employees who receive live checks may consider direct deposit or payroll bank cards to mitigate delays in depositing or receiving their paychecks due to unforeseen interruption of courier services.

Taking these steps to educate our clients now will help prepare and minimize potential business disruptions related to the COVID-19 in the future. Our goal is to continue to provide seamless excellent customer service to our clients and to ensure business continuity. We will continue to keep you updated as changes develop.

If you have any questions or concerns, please do not hesitate to contact your payroll processor or the Payroll Manager.