

Friday, March 20, 2020

Dear Customers and Partners,

We hope that you are doing well during this time. We recognize that this is a difficult time for everyone whether you are working from home or trying to balance working and caring for your children and family. We wanted to reach out and connect to ensure that you know that Zerobit1 and 2B CyberBright are here to support you and as a community, we will get through this.

We would like to inform you that all employees are being paid and working from their homes. Until further notice, we have implemented a strict policy for our staff to assist in the prevention of spreading the COVID-19 virus, details of this policy are as follows:

- All employees are to work from home and avoid all unnecessary travel
- All meetings are to be conducted remotely by phone calls, Microsoft Team meetings and other remote meeting/conferencing tools
- Adhere to all WHO guidelines regarding the COVID-19 virus including workplace safety as per the WHO publication found here: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/technical-guidance/guidance-for-schools-workplaces-institutions>

We understand that this period of self-isolation may have quite an impact financially, mentally and emotionally. There are several resources available in our communities and Zerobit1 and 2B CyberBright are prepared to provide support and help connect you with those resources. Please do not hesitate to reach out to us if you have questions or concerns.

As we work through this time of uncertainty, we will ensure that we communicate any changes to this policy or any other important information regarding our businesses and on-going projects.

Please be safe and know that Zerobit1 and 2B CyberBright are here for you.

Kind Regards,

All of us at Zerobit1 and 2B CyberBright

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