



March 16, 2020

Our Response and Actions regarding Covid-19 Pandemic

We would like to provide our clients with some guidance regarding our updated office policies during this period that we are all dealing with the Coronavirus (COVID-19) pandemic.

We remain open for business. However, in the interest of good public health and safety for our employees, their families, our clients and our greater community, we have instituted new policies and procedures in collaboration with the most up to date government & health organizations requirements and recommendations. We want to make sure that we do our part to limit the spread of this COVID-19 pandemic.

Starting today, we have implemented more tele-work options for our employees. This will allow our account managers and coordinators to work remotely from home. Our technology allows all of our account managers to work remotely very efficiently and we have encouraged our employees to do so. As a result, in-person staffing at the office will be at essential levels only.

Further, we have implemented the following policies until further notice in keeping with new health guidelines to achieve “Social Distancing”

- All in-office meetings will be done by phone to restrict face-to-face meetings at our office
- All business travel outside of the office will be limited to “essential” only; this will help to protect everyone;

We will ensure that we minimize business interruption to all our clients and we feel very confident that we are capable to continue to serve you in our very best Dupuis Langen style.

We want to thank you in advance for your understanding and patience as we all work through this situation. We send our best wishes and prayers to all those persons who have been impacted. As well, we send our thoughts and gratitude to the healthcare workers who are dealing directly with this pandemic.

We have attached a summary FAQ around travel insurance from SSQ Insurance and would ask you to please forward this to all your employees.

PLEASE [CLICK HERE](#) FOR ATTACHMENT

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President

The Dupuis Langen Group