

iATL is monitoring the daily/hourly developments of the SARS-CoV-2 virus and will update our clients and all interested parties as prudently as we can regarding our policies and procedures. As of 3/13/20 with the health and safety of our employees as our top priority, we have taken some **precautionary measures** as a company to minimize person-to-person contact without disrupting our services to our clients.

Work schedules

- Our sales group and most of our administrative staff will be working from home. We're able to utilize our iTRACC software for remote report processing, and while not as efficient, it will be just as effective.
- Our lab staff must perform their work onsite, but we are tweaking shifts – our early shift will end promptly at 2:45, and our later shift will not begin until 3:00, regardless of sample load. Any overtime needed will be done prior to the early shift or after the late shift.
- We will rearrange workstation assignments to minimize the amount of time staff must share stations with others.

Client interaction

- We are delaying any road trips to visit clients and attend conferences until sometime later in 2020
- We are asking clients that drop off samples at our laboratory to please use our rear dropbox instead of entering our reception area.
- Any clients that have samples but need to complete paperwork will be given space in our front foyer to complete their sample logs and COCs.

Staff

- Are being told to stay home if they experience any fever, acute respiratory trouble, etc.
- Are using texting and emailing for communications within the office whenever possible.
- Are practicing social distancing, and increasing the frequency of wiping down their individual stations, desks, and any common areas.

We are taking these steps to minimize the potential for spreading a virus, but we believe they will have a minimal, if any, impact on our ability to deliver timely results. We will communicate as efficiently as we can should further developments require us to take additional measures.

We would like to thank all of you for your cooperation on these and any future steps we will need to take to ensure the safety of our employees and our clients.