

## COVID-19 BGIS Supplier Requirements Update - March 23, 2020

**Please ensure this message is shared across your organization's key stakeholders.**

Dear Valued Suppliers,

As BGIS continues to closely monitor the outbreak of the novel coronavirus COVID-19 and its spread across multiple countries, we are focused on the safety and health of our Team Members, Clients, Suppliers, and Communities.

Further to our prior messages, we have now witnessed multiple US cities and states having issued 'shelter-in-place' and 'stay-at-home' orders restricting non-essential businesses, workers, and travel. **We are anticipating this activity to continue throughout the other states and Canadian provinces.**

As a preparatory measure, if you deliver critical services to our client sites such as those in the following categories, we expect you to be prepared to provide authorization letters to your employees and subcontractors, similar to the following example, to enable unimpeded access if questioned by authorities during their commutes to the workplace.

- -Cleaning, Janitorial and Restoration
- -Fire Life Safety
- -HVAC + Water Treatment
- -Fuel Delivery
- -Elevator Service
- -Electrical/UPS/Generator Services
- -Waste
- -Security

Attached is a generic letter covering government, telecommunication companies, utilities, fuel stations, and banks. Suppliers can modify as necessary.

Thank you for your dedication, cooperation and support.



John Castelhana  
Vice President, Strategic Sourcing - North America  
BGIS Global Integrated Solutions

[Employer Letterhead]

March 23, 2020

**Re: Essential Services – Infrastructure  
Telecommunications, Utilities, Government, and Banking Infrastructure**

**Emergency services officials,**

[Employer] provides services and maintenance to critical infrastructure and facilities such as healthcare and other government bodies and institutions, telecommunications companies, utilities and fuel station companies, and banks.

During the COVID-19 pandemic, the use and dependency on the critical infrastructure and facilities (which are maintained and serviced by [Employer]) remain essential to ensure continuation and operation of government infrastructure, telecommunications services, electricity, gas stations, and the retail banking network.

The bearer of this letter is our employee who is essential to the continuity and operability of these critical infrastructures and facilities. In the event you come into contact with them while they are in transit, if they display to you this letter and their employee identification badge, it is because their role requires them to be physically present to manage and maintain these critical facilities.

We appreciate your consideration and understanding of his critical role during these unprecedented times.

Please contact us at the following phone number 24/7/365 to verify the authenticity of this letter:

**[Telephone Number]**

Yours truly,

[Author's Name]

[Author's Title]