



## CONSTELLATION

Dear Clients and Colleagues:

Over the past several weeks, we have been closely monitoring global news and developments related to the outbreak of Coronavirus (COVID-19). At Constellation, the health and safety of our employees and business continuity of our clients are of the utmost importance.

Our executive management team is taking this matter very seriously. We have outlined proactive measures to mitigate the potential risk posed by this pandemic. Specific to our readiness, we are taking the following steps:

- *Our team has enacted alternative work arrangements for our employees to help ensure our people's safety during this time and to continue providing services without interruption to our clients.*
- *We are instituting a preference for participating in client meetings remotely and telephonically, but will continue in-person meetings when absolutely required.*
- *All non-essential business travel has been cancelled or postponed for the time being. We are asking our employees to avoid international travel and limit domestic travel during this time.*
- *We have a comprehensive Business Continuity Plan (BCP) in place. Our team is well versed in BCP and disaster recovery readiness and we have recently tested our system. Accordingly, all of our employees are able to fully function remotely.*

We understand how critical Constellation is to our clients' ongoing operations and internal infrastructure. The above strategy is aimed to mitigate risk in case of an outbreak and to make sure that our clients experience no disruptions in service. Our main goals remain to protect our employees and to provide operational continuity to our clients.

Our executive management team is following guidance from the U.S. Centers for Disease Control (CDC), the World Health Organization (WHO), and other relevant local and state authorities. We will continue monitoring the situation closely and will make adjustments to our plans as necessary.

If you have any questions or concerns, please do not hesitate to reach out.

Thank You,

Boris Onefater  
Chief Executive Officer  
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