

Insert for B&V Addendum to Engagement Letter regarding Client Protocols

As a condition for Briggs & Veselka Co. (“B&V”) allowing its employees to access Client sites during the Covid-19 pandemic, Client affirms its agreement to the following practices and procedures to ensure the safety of B&V representatives:

1. Client has implemented all applicable guidelines and directives from local, state and federal authorities (including but not limited to the Centers for Disease Control (CDC)) and has taken reasonable steps to ensure compliance on all work sites to be accessed by B&V.
2. Client will take reasonable steps to ensure that its employees and agents avoid prolonged close contact with any B&V representative and follow appropriate social distancing guidelines.
3. Client will take reasonable steps to ensure that any Client employees or agents interacting with B&V representatives are trained on the proper use of any required PPE. This training shall include but not be limited to: when to use PPE; what PPE is necessary; how to properly put on, use, and take off PPE; how to properly dispose of, or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE.
4. Prior to any B&V representative accessing a client site, Client shall notify B&V if the collection site has been accessed by any known person with a positive COVID-19 diagnosis (“Exposure Incident”) within the past seven days.
5. Prior to any B&V representative accessing a client site with a disclosed “Exposure Incident”, Client shall affirm that it has taken appropriate steps to remediate any further risk of Covid-19 exposure at the collection site, including steps to clean and disinfect the site.
6. If Client identifies an “Exposure Incident” at a site accessed by a B&V representative, during a time when the B&V representative may have been exposed, Client shall notify B&V and take reasonable steps to contact trace and provide relevant information to B&V so that it can protect the health and safety of its representatives.
7. Client will allow all B&V representatives to bring the following PPE and supplies (in addition to B&V equipment needed to perform the engagement) into its worksite:
 - a. Breathing mask
 - b. Disposable gloves and/or disposable gown, if desired
 - c. Disinfecting wipes
 - d. Hand sanitizer
8. Client will ensure that a designated office or room is available to safely distance a B&V representative while performing services onsite.

9. Client will provide any relevant device(s), materials and documents to the B&V representative in the designated office or room.
10. After onsite services have been completed, B&V representatives will wipe down and disinfect any workstation or equipment used by B&V representatives

B&V reserves the right to withdraw from Client's premises, not appear, or limit its employees onsite based on information known, made known, or observed during our visit, or if any of the above representations are not met to the satisfaction of the engagement team. Any such withdrawal or limitation in access may cause a delay in the completion and finalization of our work. We will communicate with Client if that is expected.