COVID-19 Update

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Mitchell International

With the heightened concern about a potential 2019 Novel Coronavirus (COVID-19) outbreak, Mitchell is working diligently to ensure the health and safety of our employees while maintaining commitments to all of our customers and partners. Since the situation remains fluid, we will continue to update you as appropriate based on the latest news concerning the outbreak and CDC guidance.

As this is a rapidly changing situation, we have activated a core team that is closely monitoring the situation through the CDC and government websites and public health alerts. Please be assured that the ability to service our clients and the safety and well-being of our employees are our top priorities.

Our business leaders have implemented business continuity plans specific to operational or geographic needs and local guidelines, and will continue to monitor needs as the situation evolves. Preparations include:

- A large majority of employees are already working remotely and, if necessary, can continue to work remotely for a sustained period of time, allowing us to continue critical business processes and workflows
- We have prepared a number of teams with cross-training to handle critical roles in order to fill gaps should they occur, and in many cases have also prepared redundant operations to shift work seamlessly across teams, shifts or locations as needed
- We are also working closely with our business partners and vendors to ensure their continuity plans conform to or exceed our own.

Mitchell has moved aggressively and proactively to enable continuous service delivery, and are working diligently on behalf of our employees and our clients during this unprecedented time.

If you have any questions, please contact your client services managers or your Mitchell | Genex contact. [Click here for a list of contact numbers >](#)

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