

Subject: Covid-19 Updates from Creative Circle

March 5, 2020

To our Creative Circle clients,

As the novel coronavirus illness, COVID-19, situation evolves, the health and well-being of our employees, clients, and freelancers are our top priorities. We at Creative Circle empathize with all communities that are affected by COVID-19 and want to assure you that, as a part of our preparedness, Creative Circle is adhering to guidance from regional/local health authorities, including the [Centers for Disease Control and Prevention](#) (CDC) and [World Health Organization](#) (WHO). We are diligently monitoring this very fluid situation and will continue to provide updates as the situation develops.

In light of COVID-19, we recognize that business continuity is top of mind. At the present time, all 30 Creative Circle offices are open for business as usual.

The majority of our freelancers are fully equipped to work remotely. In cases where our freelancers do not have the ability to work from home, our local teams will work with you to identify a replacement with the ability to work remotely on any ongoing projects and efforts.

Consistent with CDC guidance, we have taken the following steps and asked freelancers to:

- Notify us and not come to the workplace if they are exhibiting signs, have been subject to potential exposure, have been diagnosed with COVID-19, or have any other reason to believe they were exposed to the virus.
- Inform us of travel to [CDC Level 3 and Level 2 countries](#) and to not come into the workplace after such travel, before being cleared by the company.
- Not come to the workplace if they have any flu symptoms or are otherwise ill. Freelancers with symptoms of acute respiratory illness have been told to be 24 hours symptom-free without the aid of medication before returning to work.
- Understand that they may be subject to up to 14 days of restriction from the workplace and may be required to supply a healthcare provider's certificate to return to work.

We have also advised our current candidates to work with you to understand and comply with your company's specific policies and procedures surrounding COVID-19. If you currently have a Creative Circle freelancer on staff, we ask that you share your company's specific COVID-19 protocol with that individual.

We are committed to monitor and respond to this situation as it evolves. Visit our [Health and Safety webpage](#) for the latest updates on Creative Circle's operations, or to inquire about your specific situation.

Please share this communication with anyone in your organization who may be impacted by this information.

Thank you, as always, for your partnership.

Be well,
Matt

Matt Riley Chief Operating Officer
Creative Circle | Digital + Creative Circle