

MONDAY MARCH 16, 2020 --- As we all find ourselves in an unprecedented and rapidly evolving situation regarding COVID-19 (Coronavirus) we know many of you have questions about your ongoing human resources and payroll services. I wanted to take a moment to update you on how HR One is addressing the situation.

We appreciate the trust our clients place in us. As part of our business continuity plan our offices will remain open and we are keeping the same hours and work schedules. We continue to follow the CDC's recommended prevention practices internally and have invested in remote support capabilities.

For our payroll clients...

HR One's web-based payroll application helps to ensure your payroll can be processed from anywhere as long as there is an internet connection, which includes from home in the event this becomes necessary. Employers should make sure that whoever is responsible for processing payroll has the necessary laptop or device to work remotely. Our customer service team is continuing to work under normal circumstances. For now, please continue to communicate with customer service as you normally would.

For our human resource consulting clients...

Our senior consultants have always been equipped to work remotely and will be contacting you individually to coordinate support that best fits with your internal operational requirements.

For all clients...

We will continue to monitor developments, including H.R. 6201 (Families First Coronavirus Response Act), and announcements from state and local officials. As programs involving paid leave and unemployment benefits become finalized, we will provide updates with guidance and compliance recommendations.

Rest assured, HR One has a thorough plan in place for continuing operations moving forward. We are confident in our ability to provide essential services without interruption while insuring our employees remain healthy and safe.

Sincerely,
Jason



Jason Banuski
President
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