

March 19, 2020

***To our valued clients, suppliers and friends,***

The entire team at Corporate Claims Management (CCM) is greatly concerned about the Coronavirus (COVID-19) and the impact it has had on all of us. We are taking measures to protect our staff at CCM by encouraging them to be aware of the potential risks they face, whether in an office environment, grocery store or any public area.

**Protecting our associates;**

CCM has offered our staff the opportunity to work from home.  
CCM has limited travel until such time the risk is mitigated.  
CCM has and continues to sanitize our office daily for the employees who feel they need to be in the office to perform their jobs and obligations to our clients.

**Business Continuity;**

CCM will continue to provide service to our clients 24/7/365  
CCM is in constant contact with our suppliers to make sure we fulfill our joint obligations to our clients.  
CCM will continue to adapt to the governmental regulations as necessary.

The health and welfare of our staff, clients and suppliers is of the utmost importance to CCM, therefore we will continue to do our best to protect everyone who we serves as well as serve with no compromise whatsoever. CCM was built on honesty and integrity and we will maintain that focus through these very difficult times.

Please feel free to contact the management or client executive if you have any questions regarding our efforts and commitments to you.