

Dear Valued Client,

We want to update you regarding our response to the ever-evolving COVID-19 outbreak. First and foremost, our thoughts go out to the people who have been affected by this unprecedented event. We wish each of you safety and health.

Over the last few years, we have undertaken a digital transformation initiative to make our office function remotely. Therefore, we are encouraging our employees to telework and take other "social distancing" measures to reduce and prevent coronavirus transmission. Our team is fully equipped to continue providing services to our clients and you can expect the same high-level commitment and delivery of professional services from us.

We are also restricting travel and in-person meetings. If you have an in-person meeting scheduled with a member of our team, they will reach out to you to explore options on how we might provide our services remotely – via phone, video conference or through a project team site.

If you currently have an exam scheduled in March or April, you should have received an e-mail from our Test Rental team detailing your options. If you did not receive the communication, please reach out to our Test Rental Team at 916-263-1800 or testrental@cpsshr.us and they will assist with your specific situation.

The CPS HR Training Center has postponed classes starting the week of March 16 and is actively working with clients to provide virtual training options.

We value and appreciate the relationship we have with you and you can count on us through this challenging time.

Regards,

Jerry Greenwell
CEO, CPS HR Consulting