



7901 Oakport Street, Suite 3800, Oakland, CA 94621

COVID-19 Update

March 26, 2020

From the desk of Sandra O. Floyd, President/CEO

At OUTSOURCE Consulting Services, Inc. (OCSI.co), we continue to monitor the latest updates about the global COVID-19 outbreak and are taking actions to safeguard the health of our employees and preserve our ability to operate. We have identified areas which we consider critical to operate and have implemented operational continuity plans within our teams to ensure we have enough resources to keep our operations running safe and smoothly.

We are working with our clients where we have employees engaged and stay at home is mandated. We will adhere to these strict requirements and will continue to monitor the situation to ensure our employees are safe and working. Our recruiting team is available to assist with your immediate and emergency resource needs during this time. Please contact 1-888-652-OCSI, Ext. 113 if you need resources immediately.

If you have an emergency and need to speak to our staff after normal business hours, please contact (510) 986-0686.

Sincerely,



Sandra O. Floyd, President/CEO