## **Covid-19 Policy**

**Peter J. Crosa & Co., LLC** would like to thank you and assure you of our continued support during this time of crisis. We trust that you are taking the necessary measures to keep yourself safe and healthy during this fight against the COVID-19 pandemic.

As a necessary response to the increasing spread of COVID-19, local and national governments are taking measures such as "Shelter in Place" orders and mandatory shutdown of "non-essential" businesses. Most insurance services have been defined as essential. On March 19, 2020, the U.S. Department of Homeland Security issued a "Memorandum on Identification of Essential Critical Infrastructure Workers During COVID-19 Response" that provides that "workers who are needed to process and pay insurance claims and provide other consumer services for insureds in a reasonable and timely manner" are considered essential.

Accordingly, we are providing to all our employees and contractors a corporate affidavit to keep in their vehicles in the event they are ever questioned about their travels. Please understand that we do not believe random stops on the roads will be the norm, nor are travel bans in place for many states at this time.

Peter J. Crosa & Co., LLC will continue to provide as many core, insurance functions as possible in support of our clients during the COVID-19 pandemic while balancing the protection of the health and safety of employees, contractors, as well as the insureds. All employees and contractors are encouraged to work remotely when possible, comply with social distancing requirements to the extent possible if in-person functions are necessary, and focus only on core insurance activities and functions. It will be in the employee's discretion to determine whether critical insurance functions can be safely performed during the pendency of the pandemic.

Again, thank you for your support and professionalism. Our thoughts are with you and your families.

Sincerely,

Peter J. Crosa