

HarJoe Check Cashing Corp.
9044 Parsons Blvd., Jamaica, NY 11432
2751 Pitkin Ave., Brooklyn, NY 11208
2930 Atlantic Ave., Brooklyn, NY 11207

April 30, 2020

Operational Preparedness Plan Relating To The Outbreak Of The Novel Coronavirus

The health of our employees and customers is the top priority of HarJoe Check Cashing Corp. We are continuing to monitor the COVID-19 virus, also known as coronavirus disease, and are staying vigilant with necessary precautions and preventive measures as per the guidelines set out by the **CDC** and other health advisories. We are committed to serving our customers while keeping them and our employees healthy and protected while in our stores.

To help ensure the safety of our customers and staff within our stores, we are taking the following precautions.

At Our Stores:

- We are urging our staff to stay home should they feel sick and offering compensation for staff who become infected or placed under mandated individual quarantine.
- All employees are provided and are wearing protective gear, including gloves and a face mask, and stay behind the glass barrier for all customer interactions.
- We have increased the frequency of surface cleaning throughout common areas including door handles, pens, computer keyboards, and countertops. This is in addition to the cleaning practices we already have in place. Antibacterial and antimicrobial cleaning solutions are being used daily and deep cleaning is taking place.
- Our staff are washing our hands frequently throughout the day and will avoid touching eyes, nose or mouth with unwashed hands.
- We are working with our fellow employees to ensure they are implementing these and other precautions as needed.
- We are following guidance from the Governor of NY, World Health Organization and the Centers for Disease Control on best practices for staying healthy.
- We will print and post these reminders from NY Department of Health throughout our stores: <https://health.ny.gov/publications/13067.pdf>
- We are updating our website and in-store signage with any changes taking place in our business.
- We are not allowing any outside-party service providers or vendors into our stores unless it is critical to keeping our business operating.
- We will continue assess and test our cybersecurity and disaster recovery plans.

In the event that employees are unable to safely run the business from the store location, the store will be closed and business paused.

We will continue with the above protocols until we receive guidance from a governing body that the risk has been mitigated.

Sincerely,



Andrew Berger
President