

ABM Parking Services is continuing to monitor and assess the impact of the Coronavirus (COVID – 19) throughout community and workforce. At this time, we felt it imperative to share information about how we are handling this situation for our clients and customers, as the virus continues to have an unprecedented impact on our businesses, community, and personal lives.

In addition to following the guidelines and requirements established by the Center for Disease Control (CDC), as well as the local health organizations in the communities in which we operate, ABM Parking Services has taken proactive measures operationally and administratively to do our part to protect the safety and health of our clients, customers, and employees. We intend to remain flexible in our policies to readily adapt to the quickly changing environment we are all dealing with. We have encouraged administrative employees to work remotely from home. We assure you that we have the resources that will allow us to communicate with everyone. In any event, ABM Parking Services is ready and available to continue to service the needs of our customers.

Operationally, parking garages and on-street parking will be open for business. ABM Parking Services employees are well versed in their responsibilities in servicing parking and transportation needs, while practicing safety measures of social distancing, proper personal hygiene and sanitation practices.

Monthly parkers that anticipate suspending their monthly parking privileges for April or beyond must contact ABM Parking Services office via email (<u>Suzanne.Kester@ABM.com</u>) or regular mail addressed to 140 Adams Avenue, Scranton PA,18503 as soon as possible. Phone calls or phone messages will not be acceptable to suspend parking privileges.

We are all in this together and open communication between all parties is critical to working out the best possible solutions to the challenges we are facing day by day. We will be sure to communicate any changes in our policies as we move forward.

Thank you for your understanding and cooperation.