

29 Oct 2020

Dear BBSI,

As the Office Manager and Human Resource Assistant for Sarda, Inc., I would like to personally express my appreciation for the excellent help we have received from your local team.

The Covid-19 situation has been an interesting time for us all and could have been far more stressful if not for the willing and timely assistance of Jason Jocson, Craig Hall, and Sandy Hawley. Throughout the entire experience, all three of your team members have been friendly voices on the phone (or friendly faces via video) who have been willing to answer questions, provide counsel, or assist in getting difficult tasks done.

Frankly, it was not easy to figure out how to:

- 1) Send an entire team home to work remotely
- 2) Be Covid-19 compliant (when compliance was still a moving target)
- 3) Do payroll and keep track of employee hours and tasks for the first time from a home office
- 4) Furlough or lay-off employees because of a pandemic
- 5) Set up workstations and implement Covid-19 compliant protocols for employee safety ahead of a return to work on-site

But between our team and yours, it was done.

Many thanks to Jason for answering multiple emails, texts and phone calls concerning all things HR, to Craig for the video training and willing advice concerning Covid-19 compliance, and for Sandy's fun chats and cheerful assistance with Timenet, payroll, etc. To know that Sarda had your team as backups to call on in figuring out solutions to problems made the last few months not quite as bad as they could have been.

Thank you again.

Beverly Pogue