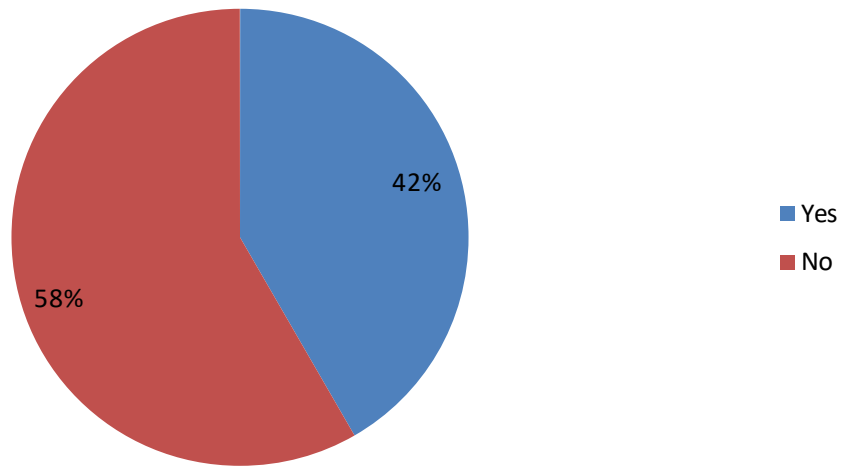


COVID-19 Trade Association Benchmarking Survey Results

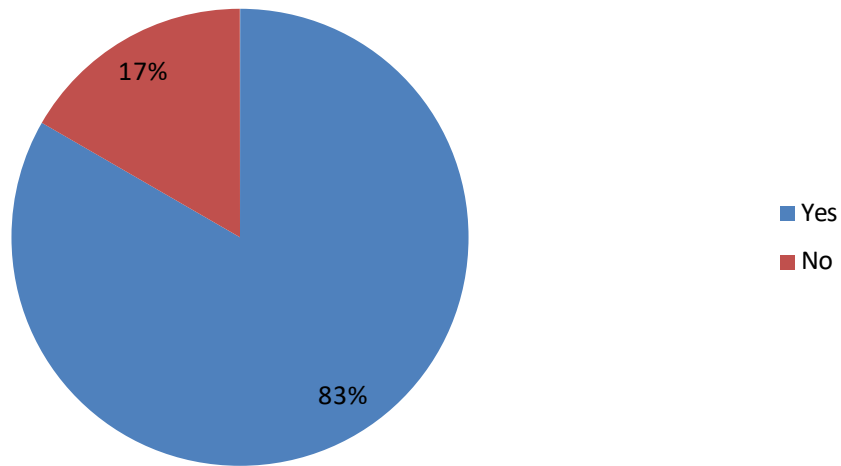
Adjusted leave of absence policy?



Adjusted leave of absence? If yes...

- Unlimited
- Extending sick leave to 15 days, allowing for carry over of more vacation time, and generally being more caring.
- We are teleworking. Prior to that employees who felt sick or concerned were allowed to stay home.
- Telecommuting until further notice.
- Work at home.
- More flexibility, less advance notice.

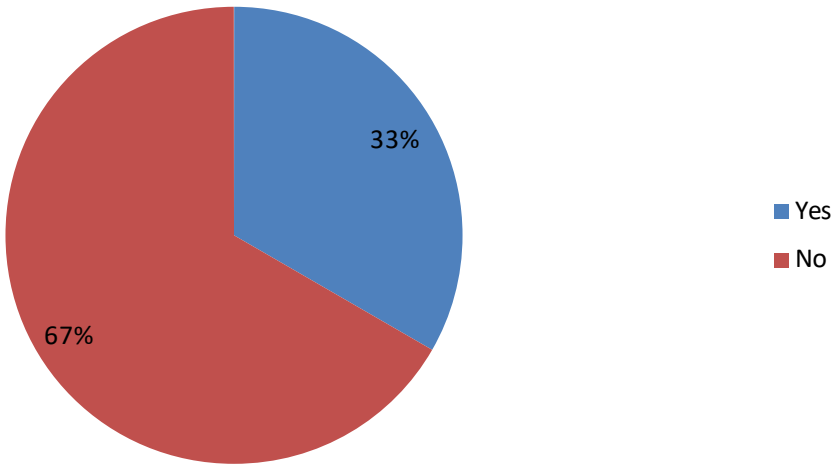
Adjusted telework policy?



Adjusted telework policy? If yes...	<ul style="list-style-type: none"> • Telework for all employees. • Office closed; 3-16-20 everyone directed to telework. • Optional, indefinite term, no questions asked. • All remote working, except for one or two in the office.
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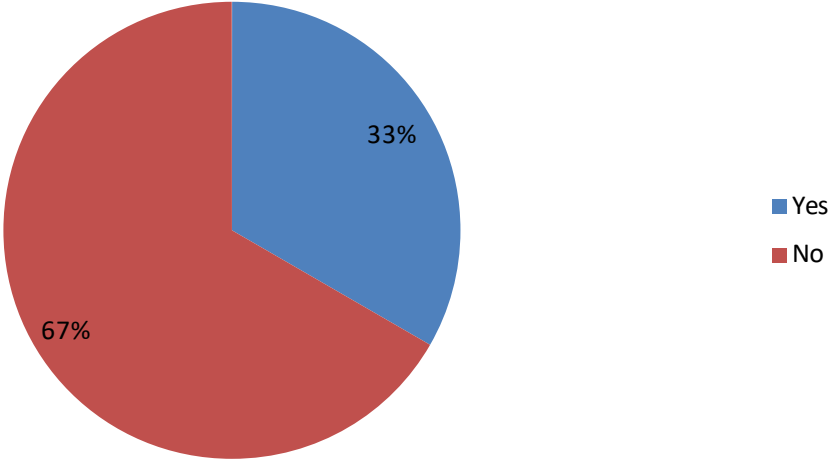
Employees hardest to telework?	<ul style="list-style-type: none"> • HR & Finance Needed files are under lock and key in the office. • Internal services (catering, mail room, printing positions). • Receptionist for packages; and in house maintenance. • Administrative roles. • Emergency response notification center. • Has not been an issue (we do not have any administrative positions). • We warned all employees in our DC office to prepare for this possibility 3-4 weeks in advance of it happening. We were all more or less prepared. • No issues here. folks without laptops allowed to take their work desktop computers and monitors home.
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Increase Cybersecurity?



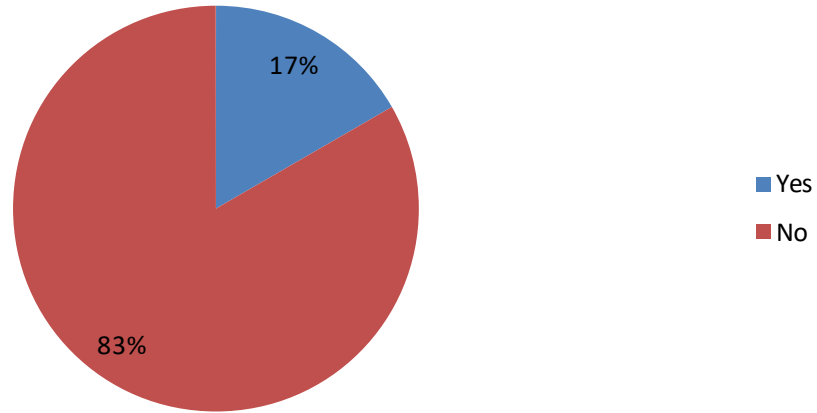
Increase cybersecurity? If yes...	<ul style="list-style-type: none">• Sending cyber security awareness emails to staff.• Review of policies.• Case by case.• Better protection.
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Safeguard privacy of information



Safeguard privacy of info? If yes...	<ul style="list-style-type: none">• All information is kept secured.• No changes here. Already safeguarding this information.
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Changes to pay and benefits, including paid time off?



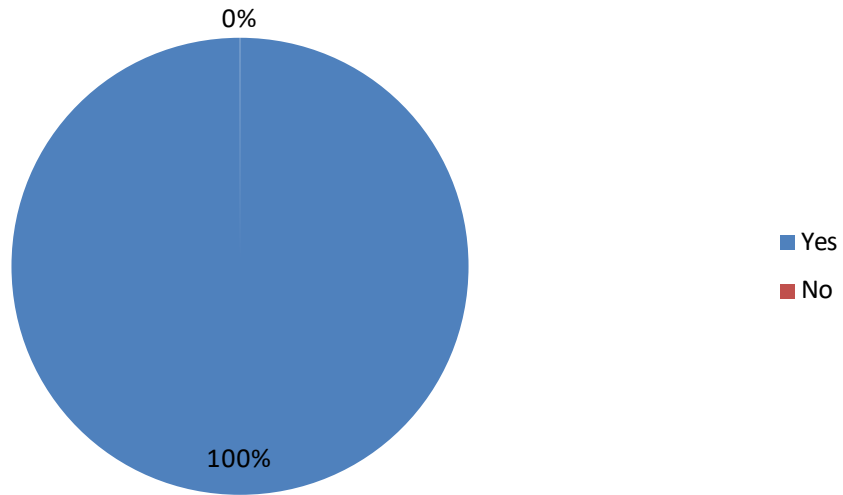
Changes to pay and benefits, including paid time off? If yes...

- We are currently evaluating based on new legislation. Not currently requiring use of PTO if wasn't planned prior to 100% telework. e.g. if childcare is issue, not requiring use of PTO to care for child if due to COVID.
- No charge against vacation/leave for telework and caretaking of children and elderly relatives.

<p>Plans for non-exempted hourly employees with a temporary 100% virtual office</p>	<ul style="list-style-type: none"> • They are currently receiving full pay. Trying to engage as feasible while evaluating how we will manage longer-term. • Hourly employees are not working remotely. They are on site or not working. • They are keeping their same hours for their telecommuting. • All nonexempt employees currently teleworking are working the same hours as before. Phones are directed to our receptionist. And staff assistants are capable of working remotely.
<p>Measures to make sure non-exempted hourly employees will not work overtime by using remote online services</p>	<ul style="list-style-type: none"> • We are monitoring OT. Do not have these concerns at this time. • Not working remotely. • Just reminding them. • Under review.
<p>Plans for gov't closure?</p>	<ul style="list-style-type: none"> • Currently in planning stage. • No plans. Those that are able, need to continue to work remotely. • We have procedures from past shut-downs. • Continued contacts concerning critical infrastructure. • None yet. • Nothing special at this point. Assume that agency staff would be available remotely in some way for contact.
<p>Plans for performance delays – including force majeure impacts</p>	<ul style="list-style-type: none"> • Our legal department is reviewing and trying to renegotiate contracts. • For us, this was only germane to hotel contracts and hotels have been very accommodating and have not charged us for meeting cancellations. • Talk early and often to the hotels. Nothing with regard to other vendors. • Working with our outside counsel to analyze all our contracts with vendors, conference sites/providers, etc.

Communications protocols about COVID-19 issues	<ul style="list-style-type: none">• We have established several groups to collect and disseminate information related to COVID-19. We have remote workrooms and conference calls for varied stakeholders on a regular basis.• Have first alerts posted and website resources.• A special COVID-19 page on our website that is also viewable on the public side of our site.• Several depending on specific audience.• Added separate blog.• We have an extensive communication strategy in place.• Regular emails to members -- updating on office work status and how to contact staff virtually, mobile phones etc.• Weekly virtual townhalls, regular emails, and our CEO is calling leaders of member companies all the time.
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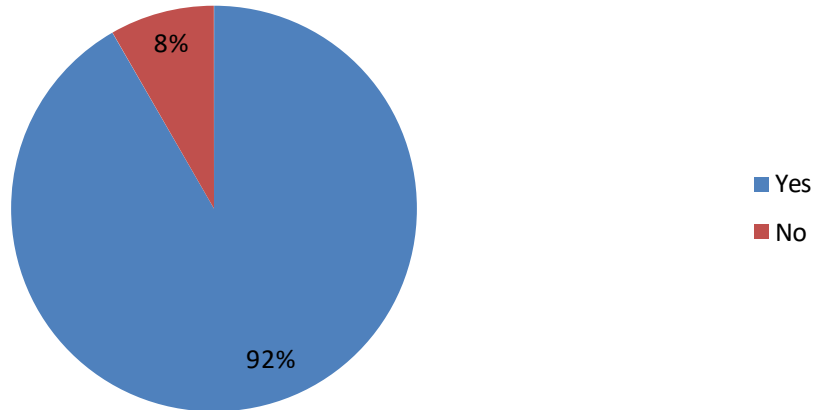
Changes to travel policies?



Changes to travel policies due to COVID-19? If yes...

- No travel at this time.
- No travel allowed until at least end of June.
- No business travel at this time.
- No travel through mid-April.
- No foreign travel and no plane travel without CEO approval. All other travel is discouraged unless necessary.
- No outside the local area travel until further notice.
- Eliminated all travel.

Cancelled member fly-ins and other member meetings or conferences?



How far into the future do your cancellations apply?

- This is evolving. Currently looking at May dates for rescheduling/cancelling.
- All meetings were reset starting in August 2020.
- Mid May
- Indefinite right now.
- Through April
- Beginning of May
- 3 weeks at this point.
- Early April
- May 30
- Thru April

For what months are you rescheduling?

- Fall
- August/September
- March, April, May at this point.
- We are using teleconferencing. Our spring meeting will not be rescheduled.
- None yet
- March & April
- June?
- Trying for November 2020 but probably Spring 2021.
- TBD
- Undecided so far.