

Fieldwork remains committed to the safety and well-being of our team, clients and participants. We have reopened our facilities according to federal and local government guidelines. We see the transition into our facilities to be a multi-phase approach. We are monitoring and adapting with sincere commitment to meeting the needs of all of those who visit our offices. We will continue collaborating in an effort to stay proactive in our preparations for the future.

We want you, our client, to know that Fieldwork will support you in every way possible to conduct successful, safe, in-person research. We understand that project scopes may vary and encourage you to communicate additional needs. Please know that we will make every effort to accommodate. Fieldwork values your partnership and looks forward to the opportunity to welcome you back when the time is right for you.

Fieldwork has always been committed to sharing operational best practices. Our project managers have expanded on that commitment by participating in preparedness training to equip them with the knowledge, tools, and flexibility to help our clients conduct safe, successful, in-person research. As part of this training our team meets regularly to learn from one another's daily experiences.

Fieldwork will work closely with our client contacts in an effort to make sure that the clients attending feels comfortable, understands what to expect, and knows what is expected of them in order to ensure safe, successful, in-person research.

- We will ask all clients and participants to confirm they are not experiencing symptoms related to COVID-19 nor have been exposed to someone who has COVID-19.
- Our viewing rooms are spacious and many of them are multi-tiered. We will work with clients on a project by project basis to understand client headcount and plan accordingly.
- In our waiting room, we are social distancing the seating area and when available, utilizing our conference rooms and lounges to ensure appropriate distancing.
- Common areas like hallways, will be clearly marked to ensure socially distanced movement for clients and respondents. We will ask all respondents, clients and staff to wear masks while in common areas.
- Our spacious conference rooms will be set up to ensure necessary social distancing. We will use easily modifiable conference room tables to allow for additional spacing of respondent seating during sessions.
- We have established technologies and creative solutions that allow remote clients to view research with multiple live video stream options.

Fieldwork is dedicated to providing thorough guidelines and communication to our participants to instill confidence in what to expect when they arrive so they are prepared to fully engage in the session.

- We have added additional health questions to screeners and confirmation calls for in-person research. Respondents will be reminded about health and wellness expectations multiple times throughout our 4 touch recruiting process.
- Implementation of a touchless sign in and payment process for in-person engagements.
- Stress that social distancing measures will be in place and what the expectation is of the respondent once in the facility.
- Review scope of the session including number of participants and plans for session set up.
- Communicate our plans to clean and sanitize the conference rooms and high-touch areas.

Fieldwork is committed to enhancing our already high standards for cleaning and sanitizing.

- Increase routine, professional cleaning at all facilities.
- Clean following every session including high-touch areas and supplies.
- Hand sanitizer available for use.
- Provide single-use supplies, when possible.

Fieldwork will be adjusting food service protocols on-site to advance standards of safety.

- Wear gloves and masks when preparing any food.
- Encourage individually-packaged meals.

Fieldwork is working with our teams as they return to our facilities; emphasizing staying at home when sick, continued respiratory etiquette and maintaining strong hand hygiene. We expect our procedures to evolve over time and some guidelines may vary by market as we will observe state issued guidelines.