# Paychex will continue meeting your business needs during the COVID-19 outbreak

Paychex is here, ready, and able to continue meeting the needs of our customers during the COVID-19 (coronavirus) outbreak. Here are some ways we're helping you take care of your business and your employees — now and in the future.

# We're doing what it takes to prepare you for COVID-19

We're actively monitoring the COVID-19 situation as it evolves. Visit our <u>online resource center</u> for information on topics such as managing illness in the workplace and business continuity to help your business and employees respond to the virus.

# We're here for you as always, with the highest level of service

We're taking action to continue supporting you with the highest level of service and professionalism. Paychex has you covered from locations across the country with redundant service, fulfillment, and data centers, so service will continue as always.

We built our business continuity plan to be ready for situations like this long before COVID-19. And we made it flexible, so we can take whatever steps are necessary to meet the ever-changing needs of your business and employees.

Our communications are also flexible, in case we need to find different ways to contact you about our plans. We may communicate through our website (paychex.com), on the Paychex Flex® platform, via email, or over the phone.

## We're protecting the health of our employees and our communities

We have a responsibility to you and your communities to support social distancing and containment strategies. So, we've been working diligently to transition as many employees as possible to securely work from home. We're also supporting our people by establishing guidelines for leadership and employees, restricting travel and visitation, and providing hand sanitizer at all our locations.

### We'll keep providing updates and support as the situation evolves

Paychex is here, ready, and able to support you through the COVID-19 outbreak. Look for updates from us as new information becomes available.

For more about how you can respond to COVID-19, please contact your Paychex representative, visit our <u>online</u> <u>resource center</u>, or reach out to us through one of the following support options.

- Customer support
- Support for customers' employees
- Twitter direct message

