

March 17, 2020

To our Valued Customers and Industry Partners:

In the wake of the COVID-19 pandemic we are currently experiencing, Velocity Clinical Research is closely monitoring this rapidly evolving situation.

All Velocity sites will remain open for business, for both patient and scheduled industry visits, (monitoring, site assessments etc.), but with added precautions to prevent transmission of the COVID-19 virus.

While we are not restricting sponsor and industry visits at this time, our priority is to create as low risk an environment as possible for staff and patients as this is the best way to ensure studies get completed. We therefore make the following requests:

- We request that audit visits are postponed until the current crisis is over unless they are critical to study progress.
- We would be very grateful if monitoring visits could be conducted remotely to the greatest extent possible.
- Our very strong preference is that pre-study visits (PSV) and site initiation visits (SIV) are conducted virtually. We will be happy to discuss the technology to which we have access to facilitate this and are open to discussions around which technologies we should consider installing.

Personal Protection

Should an in-person visit be necessary, Velocity Clinical Research kindly requests that all visitors to following personal hygiene guidelines:

1. Wash your hands vigorously and often, and don't forget to swish soap under your nails.
2. Cough into your elbow or a tissue; practice good tissue disposal. Wash your hands again.
3. Keep your hands away from your face as much as possible – eyes, nose, and mouth.

Extra measures at our sites

It will be assumed anyone presenting symptoms of Acute Influenza-like illness might potentially have COVID-19 infection. If a visitor meets any of the following criteria, we may choose to ask relevant medical questions, take their temperature, and ask them not to enter our site or require that they wear protective clothing such as gloves and masks.

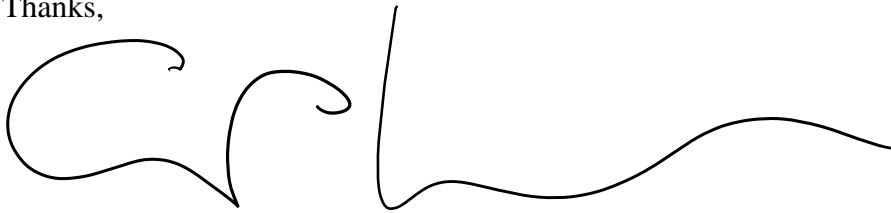
- if they have been around other individuals with COVID-19 illness
- if they have traveled to high risk areas in the previous 14 days (international or domestic)
- if they had close contact with persons who have traveled through high-risk areas (international or domestic) in the previous 14 days

In general, sites will to be more aggressive than normal with cleaning and infection control measures to protect both ourselves, our patients, and our industry partners.

1. Staff and visitors should not visit the clinic if symptomatic and have a temperature above **100.4F**. If you have tested positive for coronavirus or live with a person who has tested positive for the virus, even if you are not symptomatic, you should follow federal government guidelines and self-isolate for 14 days.
2. All staff will follow distancing protocols as far as is practicable (3+ feet from everyone, 5-6 feet away from symptomatic persons) and we recommend all visitors abide by these guidelines as well.
3. Cleaning between visits will include all surfaces including exterior door push plates, doorknobs, cabinet pulls, etc.
4. All visitors will be requested to remain in their assigned workspace / monitoring room to prevent unnecessary person to person contact.

In such a rapidly evolving situation we freely admit we don't have all the answers and we recognise we may have to change our policies at short notice. If you have any additional suggestions that might help us protect our patients, staff and clients we would be delighted to discuss them with you. Please speak with our local Site Director.

Thanks,



Dr. G Paul Evans
President and Chief Executive Officer