

We (KJ Limousine Services Inc.) would like to assure you that the company is taking necessary precautions to ensure our client's safety during the Coronavirus Outbreak. We care deeply about the safety and health of our clients and our staffs. Our company is following closely with updates on the Coronavirus (COVID-19) as advised by local health officials and adopted governmental guidance; we have implemented the following preventative measures.

## **Staffs**

- We request our Staffs (Chauffeurs and office staffs) to report immediately when feeling unwell. We require having our staffs to have their temperature checked at the beginning and the end of their shift. We only allow them to drive if they are in good health.
- We have trained chauffeurs in social distancing.
- We provide Personal Protective Equipment (PPE) for all staffs; we always require chauffeurs to wear a mask and gloves.
- Chauffeurs will now greet you with a smile & bow instead of a handshake.

## Our Fleet

- Vehicles are all thoroughly cleaned and disinfected before and after each use per client.
- All our vehicles are stocked with masks, hand sanitizers and disinfecting wipes for employees and clients.
- We are removing all materials in the rear seating area such as water and reading materials to avoid germ transmitting.
- When vehicles not in use, we park them outdoors to allow the UV rays to further disinfect the vehicles exterior area.

## Our valuable client

- We are recommending clients to wear masks.
- We are offering masks, hand sanitizer and wipes.
- Our chauffeurs will assist luggage only with clients permitted. Chauffeurs will also wipe down luggage with disinfectant when removing luggage from trunk when requested.

We will provide updates if the outbreak condition evolves. We will continue to provide a safe journey to all our clients. Thank you for your support and continued loyalty. We are looking forward to seeing you all soon!