



Date: March 13, 2020


Work From Home: ValueMomentum Office (Piscataway, NJ)

To ValueMomentum Employees & Contractors (“Associates”),

The Task Force, acting out of an abundance of caution, has decided to close the Company’s Piscataway, NJ Office effective Monday, Mar 16. All Associates operating from this location are required to work from home from Monday, Mar 16 until further notice. This measure is intended to ensure the safety and well being of each Associate operating at these locations.

While currently there is no report of anyone in our community being infected with COVID-19, we have been preparing for the continuously changing environment.

Accordingly, each Associate will be required to take the following measures to operate from home, effectively and efficiently, to provide uninterrupted service to our Clients and our field teams:

- At close of business on Friday, Mar 13, carry all essential computing equipment you require to be able to work from home. Be sure to carry all your chargers (mobile device, laptop, etc.). Please inform IT Support at support@valuemomentum.com with the details of the equipment (other than your regular laptop and related accessories) that you are carrying home with you.
- You will be able to access all ValueMomentum network and system resources with an Internet connection.
- Please plan to forward your office phone, to a number at your remote location or to your mobile device.
 - On your Polycom devices, please click on: 
 - Select the second option on your screen, “No Answer” and enter the phone number you would like to forward the call to. Please contact support@valuemomentum.com if you require any assistance.
- You will be able to collaborate with all ValueMomentum Associates using Microsoft Teams.
- Please note some handy pointers for working from home:
 - Have a quiet, secure space to take all business calls
 - Please mute your line, when not speaking, so as to minimize background noise
 - Please do not work out of public places, such as coffee shops, where you may increase your chances of contracting the virus and potentially compromise the security of our data and networks
 - Please be sure to lock your computer when not working in order to protect data privacy

During this period, each Associate is required to:

- Download Microsoft Teams onto your mobile device, if you’ve not already done so.
- Monitor the [COVID19 US Announcements](#) Team Channel for updates and respond to any instructions shared in the channel; please do this daily; please also bookmark the [Webpage](#) which is another channel you can access updates.

We will continue to monitor the Coronavirus issue and will provide further updates in the coming weeks. Any questions or concerns should be directed to the Task Force group ID: CTF@valuemomentum.com, or by contacting your local Task Force Leader.

Sincerely,
Gopi Gade (“GK”)
Task Force Coordinator - US