



CIRCULAR LETTER 3207 — March 17, 2020

TO: Members of the Bureau
FROM: WCRB Management
RE: Coronavirus Response Plan

Please be advised that WCRB is transitioning towards a temporary remote work policy in response to the public health threat posed by the Coronavirus (COVID-19). This is being done out of an abundance of caution and will put WCRB in the best position to maintain the health and safety of our staff and our community while supporting the needs of our stakeholders.

We are committed to creating minimal disruption to our membership and customers and remain “open for business” to assist you through email or by phone. Our staff is dedicated to serving you throughout these unprecedented times with the same level of support and service you’ve come to expect, and we will remain in communication as necessary and appropriate. Decisions regarding WCRB meetings and events are being made on a case-by-case basis and will be communicated to impacted stakeholders as information becomes available.

WCRB will persistently monitor conditions, make adjustments as needed, and appreciate your patience and understanding as we work through unforeseen obstacles.

We thank you for your trust in WCRB to continue to support your needs and extend our best wishes for your health and safety during this unprecedented event.