

Worldwide Chauffeured Transportation

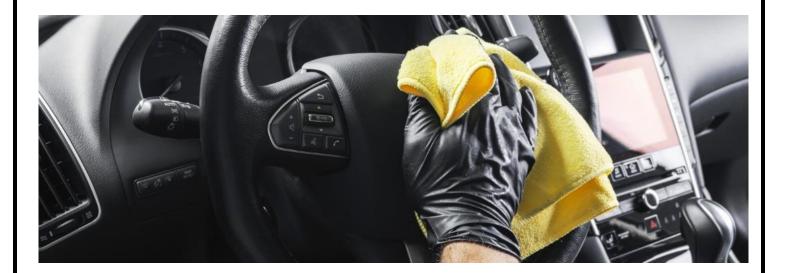
Dear Valued Clients,

As the vaccine is administered, restrictions loosen up and travel resumes, we wanted to remind you of initiatives RMA has taken to keep our passengers and chauffeurs safe. We know everyone is looking forward to safe travel and with proper duty of care it can be enjoyable.

RMA is committed, as always, to the safety and security of all, which is why we are providing you with these important updates.

#### Vehicle Cleaning

Vehicles are disinfected and washed daily, and after each journey our chauffeurs are wiping down seats, door handles, windows, and other major touchpoints. We use Electrostatic Disinfecting sprayers to clean and sanitize vehicles. These are the same machines that airlines, hotels, and a growing list of industries use, and proven effective against viruses by their ability to cover areas that are harder to reach or otherwise missed by standard cleaning methods.



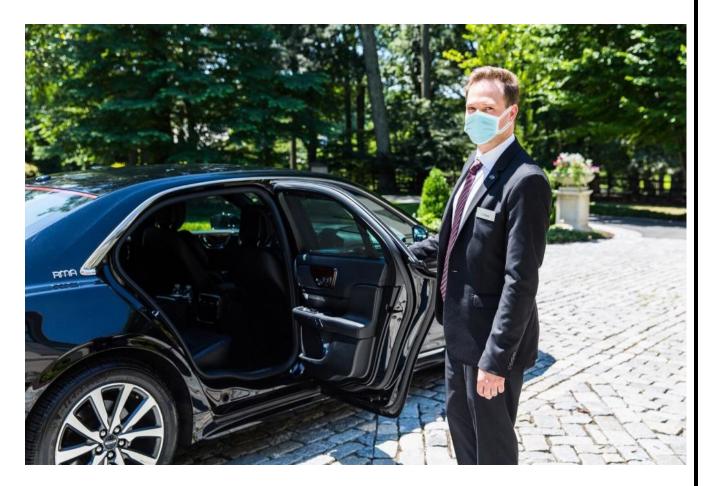
### Chauffeur Services

You will still get the same professionally trained RMA chauffeur – nothing can change that. However, you may see some differences in services from the past.

All our chauffeurs wear face coverings, and in an effort to reduce contact, handshakes will temporarily be replaced with a friendly greeting. Rest assured, there is still a warm smile underneath that face covering.

For the safety of our chauffeurs, we ask that our passengers also wear a face covering while in the vehicle. We will provide disposable face coverings to passengers should you not have one available.

Chauffeurs will continue to help with luggage and open doors for you. Once in the vehicle, you may notice that we removed packaged mints, newspapers, and magazines. Bottled water will be provided on request and will be up front with our chauffeurs so we can control touch points on the water bottles.

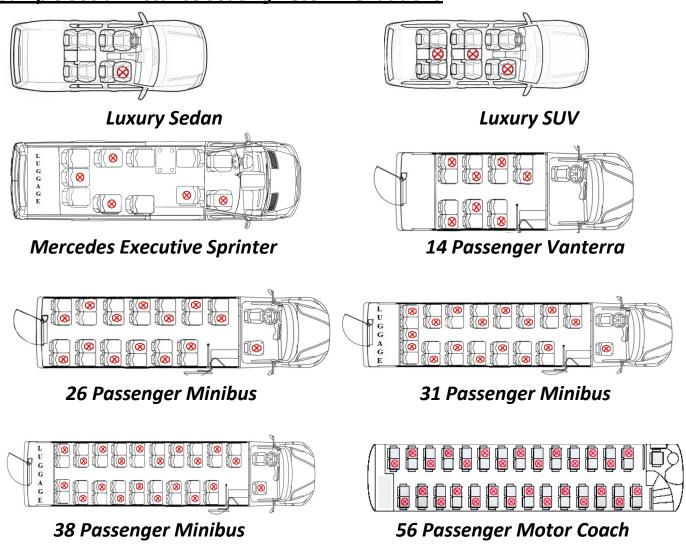


## <u>Social Distancing</u>

For the safety of our chauffeurs, we ask that you refrain from using the front passenger seats of our vehicles. We will also follow your direction to limit the number of people traveling according to your policies and preferences. Social distancing is recommended, but not required. Buses will be boarded starting at the rear, to ensure minimal close contact with each other.

# **Office Policies**

RMA continues to encourage non-essential employees to work remotely until they are vaccinated. We are also enforcing social distancing and face covering for all staff in the office. Prior to each shift employees check in via the ProtectWell App to ensure they are symptom free. Anyone who feels under the weather or any symptoms of Covid-19 is instructed to stay home.



# Sample Social Distance Seating Recommendations

### **Further Updates**

We will continue to follow recommendations and guidelines from the CDC and other government authorities to ensure your safety. As more details and safe practices become known we will update our clients about any changes to our procedures.

When you are ready to travel, know that RMA is always here for you, with the well-being and safety of everyone is of the utmost importance to us.

To subscribe to our email updates, please email: <u>sales@rmalimo.com</u> to have yourself added to our distribution list.