We at Joeun Rental Car are committed towards reopening our services in the safest manner possible. To ensure the safety of both our workers and customers during the COVID-19 outbreak, we have compiled a non-exhaustive list of protocols that we pledge to follow:

## <u>Vehicles</u>

We are more committed more than ever to ensure the cleanliness of each of our vehicles. As always, our cars will be washed thoroughly, both outside and inside, before and after each rental. We are also prepared to quarantine any vehicle as need be.

## **Shuttles**

We are committed towards maintaining our regular shuttle service with our new safety measures. Social distancing and maximum capacity guidelines will be followed for all of our shuttle vehicles. As always, we will also guarantee that our shuttle vehicles are regularly washed in between trips.

## In-Office Guidelines

Joeun Rental Car seeks to maintain cleanliness and safety as much as possible in our main premises as well. Below is a non-comprehensive list of measures our company is taking to ensure safety in the workplace:

- All of our employees will be wearing an appropriate medical mask at any time there is contact with our customers. To ensure the safety of our workers, all customers will also be asked to wear a mask in our premises.
- All social distancing protocols will be enforced in our office. Customers will be asked to remain 6 feet apart from our employees during any contact.
- Hand sanitizers and other appropriate sanitizing equipment will be readily available in our office.
- We will ensure the health of any employee actively working to service customers. Joeun Rental Car maintains an open and trusting work environment that will encourage any of our employees to stay home if sick.
- Should any of our employees or customers display COVID-19 symptoms, all
  customers that have come to contact with the person in question will be promptly
  informed.
- As always, our office will be routinely sanitized to ensure a clean and safe working environment.

As we look forward to reopening our services for the general public of Guam, we are completely committed toward ensuring the safety of all of our workers and customers. To ensure the safety of our workplace, we'd finally like to request vital customer cooperation with all Guam and United States laws and ordinances, as well as the directions of our employees, surrounding safety measures in the COVID-19 pandemic. For more information on our safety measures and guidelines, please send us an email at <a href="mailto:joeunrentcar@naver.com">joeunrentcar@naver.com</a>.