

August 11, 2021

Dear Valued CMBS Client,

We continue to take steps minimize any potential impact to our clients as a result of the Coronavirus (COVID-19) situation and maximize our efforts to keep our team and clients safe. As part of our routine business operations, we have a business continuity plan in place to minimize any possible disruption to our organization and our ability to service our clients. We are prepared to continue the high level of service you expect from us.

Below please find details regarding our site operations:

- Employee and Client Health is a primary concern. We adhere to the California Department of Health and Centers for Disease Control's infection-prevention and safety standards. We have mandated that employees not come to the office with any signs of illness or if they suspect that they have been exposed to individuals with COVID-19. Employees who test positive or who have been exposed to COVID-19 are required to follow all health department and CMBS regulations before returning to work on site at CMBS.
- We have implemented remote capabilities for employees and have invested in cloud-based technology, software, and collaboration tools to maintain operational integrity and services for our clients.
- Our teams have the ability to work remotely when necessary.
- We have minimized group meetings and travel to limit potential exposure.
- We are in constant contact with our service and technology partners, such as Imagine, to understand their preparedness and response to the continually changing environment.
- We have implemented a "Vendor and Visitor Vaccination" policy which is outlined below.

Our people and processes are in place to honor our commitment to you as we work through turbulent and challenging times. We wish everyone good health and are available for any questions or concerns. Please do not hesitate to call me at 626-821-8132 or via email at [alicia.vasquez@cmbsllc.net](mailto:alicia.vasquez@cmbsllc.net).

**Alicia M. Vasquez, CRA, FRBMA**  
*Chief Executive Officer*

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## **CMBS/Hill Vaccination Requirements for Vendors Effective 8/11/2021**

Visitors (non-patient) to our imaging centers and business office must present proof of being fully vaccinated OR show proof of negative results of a COVID-19 test taken within 72 hours prior to entering. Below is accepted proof of vaccination and test requirements per the order.

**If you are unvaccinated or not fully vaccinated, prior to entering our facility you are required to present:**

1. Unvaccinated or partially vaccinated visitors are eligible for indoor visits only if they can show documentation of a negative SARS-CoV-2 test where the specimen collection occurred within 72 hours before each visit and for which the test results are available at the time of entry to the facility.
2. Visitors may use either PCR testing or antigen testing. Any PCR or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.

**Mask, personal protective equipment, and physical distancing requirements:**

1. All visitors, regardless of vaccination status or test result, must:
  - a. Wear a well-fitting face mask (a surgical mask or double masking is recommended) upon entry and at all times within the facility;
  - b. Wear any other personal protective equipment (PPE) that facility personnel deem appropriate to the situation; and
2. Physically distance from health care personnel and other employees/visitors.

**Visitors will not be permitted inside our facility without proper documentation.**