

# THE WOODHILL GROUP

29488 WOODWARD AVE, STE 298, ROYAL OAK, MI 48073

---

## TO OUR WOODHILL GROUP CLIENTS,

The WoodHill Group is committed to providing you with the same level of service you have come to expect from our Team. We are following Federal and Local Governmental recommendations for remote work and are not conducting in-person work that is not necessary to sustain or protect life.

We have established a remote video and audio platform that enables us to work remotely with all our clients to ensure continuity of service.

Our usual business operations take our employees to multiple client locations where an employee could come into contact with 40-60 persons in a week's time. Therefore, we want to be extra cautious before we begin to work on-site at client locations.

We will work with each client to address a return to in-person work based on governmental guidelines and OSHA recommendations. As we navigate through these unprecedented times, we will work with each client towards mutually agreed upon workplace safety protocols that mitigate risk levels in the workplace setting and determine any appropriate control measures to implement. We will follow the guidelines and protocols shown below:

- [OSHA 3990-03 2020 Guidance on Preparing Workplaces for COVID-19](#)

Travel outside of Michigan is considered non-essential until such time as the United States moves to a "normal business operating" posture and our Employees can travel safely to a destination.

The WoodHill Group is optimistic for better times ahead. Thank you for your understanding and we hope that you and your families stay safe, stay strong.

*Colleen*

Colleen M. Coogan  
Principal, The WoodHill Group