



Corporate Office
1651 S. Halsted
P.O. Box 750
Chicago Heights, IL 60411

Memo

To: Diamond Detective Agency, Diamond Security, & Cost Services Employees

From: John Jordan III

A handwritten signature in black ink, appearing to read "John Jordan III".

Date: April 30, 2009

Re: Swine Flu Pandemic

No doubt you have been following the news about swine influenza and have heard that the World Health Organization has raised its pandemic alert level to Phase 5.

We strongly urge all staff to avoid travel to Mexico, the country hardest hit by the flu thus far. Please be aware that if you do travel to Mexico, you may not be allowed to return to the country, should travel restrictions be imposed, and could face other restrictions as the situation evolves.

The symptoms of swine flu are similar to those of regular flu, including fever, cough, sore throat, body aches, headache, chills and fatigue. Anyone who is experiencing a fever above 100 degrees and a cough or sore throat and who has recently traveled in Mexico, southern California, southern Texas or other areas with confirmed cases of swine flu – or who has recently had contact with someone who is ill and has traveled to those areas – should seek medical attention. Swine flu can be treated with viral drugs to minimize symptoms, particularly within two days of onset.

Staff members who experience symptoms should not come to work, and anyone with symptoms should avoid events. Please understand that during this time of escalated alert level, if you need to call off of work even for a day with symptoms consistent with this virus, you must obtain a doctors notice before returning back to work. We know this is a busy time for everyone, but now more than ever, we need to consider the health of the community members.

We encourage everyone to follow these precautions suggested by the Risk and Insurance Management Society which can help diminish the spread of the flu virus:

- Wash your hands with soap and water frequently or use an alcohol-based hand sanitizer
- Cover your nose and mouth with a tissue when you cough or sneeze, and throw the tissue in the trash after you use it
- Avoid touching your eyes, nose or mouth with your hands, since they pick up viruses from surfaces you touch
- Try to avoid close contact with sick people

Team members are also encouraged to visit the Centers for Disease Control and Prevention website at <http://www.cdc.gov/swineflu>.