



Coronavirus (COVID-19) Update

OPERATIONAL STATUS

As your service provider, the Administrative Resource Center (ARC) understands the importance of our operational continuity in enabling you to support the mission of your respective agency. Please be assured that ARC is a telework ready organization and is prepared to maintain operations during the ongoing Coronavirus (COVID-19) pandemic. ARC is continually assessing this situation to avoid/minimize interruptions and/or changes in our service delivery. Please see below for a summary of the known impacts to date.

KNOWN IMPACTS

Impacts to General Operations

- **Travel/Training:** All travel for ARC personnel has been halted and ARC facilities will not be accessible for non-essential personnel. All training sessions and meetings will be conducted virtually or rescheduled as appropriate.

Impacts to Financial Management Services

- **Check Deposits:** ARC's check deposit services are currently limited to one weekly delivery. All checks will be scanned upon receipt into our mail facility so they can be secured and researched immediately by staff working remotely, but deposits for these checks will only occur on a weekly basis. As a result, customers may see an increase in the number of deposits that are not made within ARC's advertised two-business-day turnaround. Please direct any questions to your customer support team.

Impacts to Procurement Services

- No known impacts.

Impacts to Travel Services

- No known impacts.

Impacts to Human Resource Services

- No known impacts.