



CORONAVIRUS (COVID-19) UPDATE

The health and safety of our staff and customers is our #1 priority. We have been closely monitoring updates as information continues to become available regarding the Coronavirus outbreak, and have been diligently acting to continue implementing the proper preparedness measures.

We are actively monitoring the situation, assessing risks, and are taking every step to ensure the highest level of safety. We are taking action to stem the impact on our operations, and most importantly to prevent the spread of germs during this outbreak.

What We Are Doing

In accordance with the U.S. Centers for Disease Control and Prevention (CDC), we have been implementing all recommended safety precautions including:

- Extensive handwashing, hygiene, and sanitization in the office and before/after all service calls
- No hand shaking
- Keeping extra distance between parties during any communication
- Heightened levels of cleaning and disinfection of all surfaces and work areas
- Requiring any staff members to stay home and seek medical attention if they are sick or believe they may be at risk
- Temporarily restricting all non-essential travel across the company and cancellation of attendance to any large meetings or gatherings
- Working to ensure our customers have access to the information and products they need during this stressful time

We will continue to monitor new developments so that we can quickly adapt and continue to serve our customers, while ensuring the utmost safety for our staff, visitors, partners, and community.