



### **To Our Valued Clients:**

As we continue to keep a close eye on the news surrounding the coronavirus (COVID-19) and its growing impact, we are taking steps to ensure the safety of our team members while maintaining the level of service you are accustomed to receiving from our company.

Please be assured that while we remain focused on the health and safety of our employees and those around us, we are also focused on continued service to our clients. We have taken steps to make sure we can continue to deliver the level of quality, excellence and timeliness you are accustomed to from us during these unique circumstances. We are taking protective measures to do our very best to assure your safety, and our staff. In accordance with the recommendations from OSHA, the CDC and the WHO, we have implemented increasingly stringent disinfection protocols at our facility and encourage physical distancing. All surfaces are sanitized at the beginning and end of every workday. Workstations and frequently utilized areas are cleaned after use. Our warehouse teams are working harder, but at limited hours in an attempt to minimize exposure and implement social distancing. We have long been committed to a flexible workplace whenever possible, and we have the technology, corporate culture and operational infrastructure for our sales, development and financial teams to work virtually.

**At this time, as we are essential service provider's within the meaning of Governor Murphy's Executive Order No. 107, our facilities and offices remain open and we will continue to operate until we receive further guidance and instructions from our local and national governments.**

This is a challenging and uncertain time for our communities. As we continue to closely track developments regarding COVID-19, our future decisions will be made with customers and teammates as our top priority.