

March 20, 2020



## COVID-19 UPDATE

To Our Valued Customers:

At Imprex, the health and well-being of our customers, employees, and partners are our highest priority. I want to share some important information with you about how we are continuing to operate, safely and effectively. Our plan is to remain open and working with the following modifications to our operations.

- We are continuously monitoring information from the Centers for Disease Control and Prevention (CDC), federal, state, and local agencies to help ensure the actions we're taking are in-line with their latest recommendations and guidance.
- Our management teams meet daily to share information and update company policies as this rapidly-changing situation develops.
- We have published an abundance of health and safety information internally, and are following the CDC-recommended precautions within our facility.
- We do not, at this time, have any cases of exposure or infection.
- We are cleaning our facility more frequently with disinfectant, and encouraging employees to wash and sanitize their hands frequently.
- We have postponed all non-essential, domestic business travel, and canceled all international travel.
- We have a by-appointment-only visitor policy until further notice.
- We have a no-handshaking policy with appropriate signage posted in lobby and meeting rooms.
- We are taking measures to practice social distancing to maintain at least 6 feet between people.
- Employees who are ill or feel they are becoming ill are not allowed to come to work. As an additional precaution and to decrease potential exposure, we are considering temperature testing employees.

If you have any questions, please do not hesitate to contact me or your Imprex representative.

Sincerely,

Bob Juday  
President  
Imprex, Inc.