

A Message from Precision Images on our Coronavirus Precautions

March 24, 2020

Again, our hearts and thoughts go out to all who have been affected by the COVID-19 outbreak. Precision Images remains focused on the health and wellbeing of our employees, customers and vendor partners. We strongly support the efforts of local health officials and government leaders working to contain the spread of the virus. Following Governor Brown's "Stay Home, Save Lives" directive we have instituted the following:

- **Beginning March 25, 2020 our new standard hours will be 8:00am to 5:00pm.** These new limited hours will allow the continuation of services the critical medical, transportation and municipal sectors of our community count on while allowing us to maintain at least the partial employ of much of our staff.
- Our will call and job drop offs will now follow a "hands free" system utilizing a drive-up area on the north side of our facility.
- Our lobby area will no longer be accessible to clients, vendors or non-essential visitors.
- Staff members that are unable to work remotely shall always maintain social distancing while on property.
- All work surfaces, tools, equipment and computers shall be sanitized multiple times per day.
- Any staff member feeling anything but 100% healthy are requested to stay home and self-quarantine.
- Package deliveries shall only be made to destinations where courier isolation can be maintained.
- Package recipient's last names (proof of delivery) will be entered into our workflow tablets by our couriers rather than handed off for signature.
- We shall continue to not charge additional delivery fees for packages requiring delivery to a residence rather than normal place of business.

We will continue to monitor the COVID-19 pandemic and will comply with the CDC, local, state and federal governmental mandates and guidelines. The wellness and health of our employees, clients and suppliers is always our primary objective. We thank you again for your continued support as we all navigate the unknowns of what tomorrow may bring.

Regards,

Phil Guzie - President / CEO



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