



At this time, Infoshred is focused on the health and well-being of our employees and our customers as it relates to the spread of the Coronavirus (COVID-19). While there is still so much unknown, we are continuing to monitor the situation in real-time and take guidance from the communications released by the CDC, our State Departments of Health and other governmental agencies. We will continue to follow their guidance and take appropriate measures as needed.

Our objective remains to safely provide information destruction and records storage service and security to our customers, while also keeping the health of everyone in mind. Service will continue, as normal, however, in order to do that, all employees have reviewed our health and safety policies and our customers should expect the following:

- All employees have been instructed to wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer.
- All work areas, including truck interiors, shall be wiped or cleaned with disinfectant multiple times during the day and at the end of each shift. Weekly facility cleaning will continue as scheduled with additional focus on common touchpoints: This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- All employees have been instructed to stay home if they are sick, contact their medical professional and are not to return until they are healthy.
- Drop-offs and visitors to our facility will be asked screening questions before entering our facility.

Our customer service team may check in with our medical facility and healthcare clients to confirm any changes to procedures while servicing your facility.

Everyone is encouraged to monitor <https://www.cdc.gov/coronavirus> for important updates on guidance in your day-today activities.

We will continue to modify plans and implement new processes as more news unfolds, which will be communicated out to you, our customers. Thank you for your cooperation and we greatly appreciate your dedication as we work through this together.