

Johnson/LockNet Messaging to Their Customers

To Our Valued Customers:

EO Johnson Business Technologies and Locknet continue to closely monitor the escalating events related to the Coronavirus (COVID-19). As part of the company's pandemic preparedness plan, we are taking the necessary steps to ensure our ability to deliver the world-class products and services to your organization without any disruption. As a company, the health and well-being of our customers, employees and families is the upmost importance. We are taking every necessary precaution, proactively testing and developing the necessary contingencies to be prepared if needed. The company continues to follow the guidelines by the Centers for Disease Control and Prevention (CDC), state and local authorities to adjust our preparedness plan.

As a company we have the technology, procedures and processes in place to have our employees work remotely. Understanding you may visit our office locations for service or support, in the event any of our locations would close these updates will be provided on our social media channels, website and telephone system. We strongly encourage our customers to carefully evaluate their preparedness plans and test to determine the impact to your organization.

Due to the nature of the onsite work of our employees at your organization's sites, we want to adhere to any measures that you may have put in place. In the event you require any additional sanitization, wearing a protective mask, disinfecting work areas, further accommodations or if the site is unavailable; please let us know. We want to avoid any potential confusion or delays in delivering service.

Understanding that the Coronavirus (COVID-19) continues to develop and has many uncertainties, EO Johnson Business Technologies and Locknet believes it is well-positioned and prepared to respond to the changing developments. Thank you for your continued business.

The Parenting Place

Subject: Corona Virus Immediate action required, please read now

Importance: High

Good Morning Everyone,

The following is The Parenting Place's response to the influenza season and the growing presence of Coronavirus in the US.

First, be vigilant about following our existing policies:

- If you are sick with flu like symptoms (especially fever) stay home until you have been fever free for 48 hours. If extended illness and able to be productive, work with your supervisor about tasks that could be done from home to make up a portion of missed hours.
- Do not visit participants if they or anyone in their household is sick. You are expected to reschedule the visit/appointment after the home/environment is symptom free for 48 hours.
- Wipe down tables and chairs after using a room for training or meeting one on one with anyone (even a co-worker).

New procedures to follow:

- Effective this week all children will wash their hands before entering any of our children's rooms. Supervisors will be working with staff about strategies for implementation. This is a best practice for the child care world that we will implement until the virus season runs its course.
- After you spend time off-site please wash your hands. Today Nancy is ordering hand sanitizer and anti-bacterial wipes for all staff. Please carry them with you and use appropriately.
- Inform your participants of our precautions to stay healthy; encourage them to stay home if they or their children are sick and inform them that you will cancel a visit if you are sick or anyone in their home is sick.

[Team Member Name] is making signs for our building entrances and will do a Facebook post. He will also make smaller versions for you to have with you and distribute.

Early Care and Education Department will be sending precaution information to all child care businesses in our SDA.

And remember the best precautions you can take are in your control:

- Wash your hands
- Don't touch your eyes, nose, mouth
- Stay away from sick people

Here is a link to the Centers for Disease Control with community information.

<https://www.cdc.gov/coronavirus/2019-ncov/preparing-individuals-communities.html>

Altra Federal Credit Union

To our Altra members...

We're all watching the news about the Coronavirus (COVID-19) pandemic and wondering what will happen next. While none of our communities have been seriously impacted yet, Altra is aware that the situation can change rapidly and we are working to ensure our members and staff remain safe.

What is Altra doing?

Altra holds annual planning exercises to prepare for events like a pandemic, and we are putting those plans into action. We are increasing cleaning and sanitizing public spaces and have provided hand sanitizer for members in all our branches.

Our staff have been educated on hygiene best practices and directed to stay home if they are not feeling well or believe they may have been exposed. We are taking this very seriously and encourage you to do the same.

We will continue to [monitor CDC advice](#) and follow the recommendations of local and state authorities. We urge you to do the same.

We also ask you to be on alert for scammers and ID thieves trying to exploit fear and uncertainty. Remember - if you receive any call, text or email asking for your social security number or any account number, it's a scam.

Remember, we're here for you.

If you are told, or choose, to limit your exposure, we have technology in place that allows you to do business with Altra without visiting a branch.

- You can use Altra's free [Online](#) and [Mobile](#) banking to check balances, set up automatic loan payments, make a transfer or loan payment, verify if a check has cleared, [send money](#) to a friend, and even [deposit a check](#) using the camera on your smart phone or tablet.
- We offer an [online loan/credit card application](#), with documents that can be signed online.
- As always, Altra's Member Contact Center and Lending Center are available by phone at 800-755-0055 or through the Chat function at [org](#) during business hours.

We're listening to you.

If you have any questions or concerns, please do not hesitate to call us. If you are affected by the pandemic and unable to work, please contact us and we will look at your situation to determine ways we can assist you.

In times of uncertainty, there is one thing that remains constant - Altra's commitment to you.

Office Depot

Office Depot is committed to maintaining a safe and healthy workplace for our employees and helping our customers to do the same. As such, we are closely monitoring the ongoing COVID-19 coronavirus outbreak according to the guidelines and recommendations of the [CDC](#) (Centers for Disease Control and Prevention). We want to share with you the actions we are taking to help protect our employees and customers.

We advised our employees to follow the public health authorities' guidance regarding hygiene and personal travel, and we reinforced existing Office Depot policy encouraging employees who exhibit flu-like symptoms to stay home and consult with a medical professional. We limited business travel and encouraged employees to leverage technology to hold business meetings whenever possible

We know you are working hard to keep your employees safe as well. Due to increased demand for some cleaning and personal care products, we may be out of stock on select items. I want to assure you that we are working closely with our vendors to add more stock whenever possible. We encourage you to check our website often for updates on product availability.

Our distribution centers have a plan to ensure continuity of service in the event of a localized outbreak. Customer orders can be rerouted to other facilities if the need arises. We will continue to assess our delivery methods based on the guidance of public health authorities and your delivery preferences (e.g. desktop delivery vs. dock delivery).

We are also focused on enabling your business to remain productive whether you have employees working in an office or working remotely from home on a full-time or temporary basis.

- Your corporate program can be leveraged by your employees either online or in-store
- Your employees can purchase needed supplies and print services at one of approximately 1,300 Office Depot or OfficeMax stores. [Click here to locate a store near you.](#)
- Any order can be shipped directly to a home address.
- We appreciate the trust that you place in Office Depot. We will continue to closely monitor the situation and take actions necessary to help keep our employees and customers safe while providing the products and services you need to run your business. For more information, please contact your local sales representative.

Schilling Supply

To our valued customers

Schilling Supply Company is closely monitoring the changing circumstances of the Coronavirus (COVID-19) and the potential business impacts. We are issuing this communication to provide information to our customers as this situation continues to develop.

SSC's number one priority is to support our existing customers. We are working very closely with our manufacturers to monitor the situation and ensure inventory and ordering levels are managed properly.

Inventory Points of Importance:

- Many of our manufacturers have now implemented supply pacing & inventory allocation programs for distribution. Certain products including disinfectants, hand sanitizers, gloves, masks, etc. may be limited to specific quantities or past order history. This may have an impact on our ability to deliver product.
- Return policies will be modified to discourage customers of ordering excess inventory beyond need.
- Returns will not be allowed for quantity volumes outside normal purchase history.
- As the supply chain becomes increasingly strained, our procurement team is continuously working to source additional disinfecting/sanitizing products to fill shortages due to manufacturer allocation.

In addition to inventory position, we are also taking steps to safeguard the health of our staff including-

- Educating employees on symptoms of the virus and preventative activities.
- Employees who become ill are encouraged to stay home
- Communicating best practices on minimizing possibility of infection – Increase hand hygiene and surface cleaning, covering sneezes and coughs, avoid touching all area of the face, & social distancing.

As this situation continues to unfold, we strongly recommend periodic reviews of the U.S. Centers for Disease Control (CDC) and World Health Organizations (WHO) websites for the latest information concerning the Coronavirus (COVID-19) outbreak. We also have resources available on our website at www.schillingsupply.com.

We greatly appreciate your patience when requesting order status updates or arrival dates of affected products. We will continue to update our customers as information becomes available. Please contact our customer service team if you have any questions or concerns or visit our website for more information.

