TO BE TYPED ON COMPANY STATIONARY

COMPANY NAME would like to take the time to let all of our Customers know that we are taking preventative measures to maintain our high standard of cleanliness surrounding recent concerns about COVID-19.

What We Are Doing:

✔ Cleaning of all floors, bathrooms, and fixtures on a regular basis;

✔ Sanitizing and Disinfecting surfaces like doorknobs, countertops and pump handles regularly;

✔ Sanitizing and Disinfecting our common area’s regularly;

✔ Ensuring extra supplies of hand soap and sanitizer are readily available;

✔ Monitoring our Employees health and asking them to stay home if they feel unwell; and

✔ Providing our customers with hand sanitizer and disinfectant wipes for use.

What We Ask Our Customers To Do:

✔ If you or your anyone in your family feels unwell, please stay at home;

✔ Cover sneezes and coughs;

✔ Avoid touching your face; and

✔ Wash hands thoroughly and at regular intervals

At COMPANY NAME, the well-being and comfort of our Employees and Customers is our top priority. Therefore, we will continue to monitor public health concerns and keep you informed with necessary information.  The CDC recommendations can be found at the following website:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>