



As we all continue to monitor the global situation regarding the coronavirus (COVID-19) outbreak and its impact in the United States, we wanted to assure you of our own diligence here at EDGE Office Products and the precautionary measures we are taking to protect people we support and our staff.

We have assembled a team to track the latest information about COVID-19. Each office has been well-stocked with cleaning supplies for the reduction of the risk of infection. All staff members have reviewed and continue to follow our policy on universal precautions, which includes increased cleaning protocols to ensure sanitation of shared surfaces. This includes frequently cleaning high-touch objects and surfaces (doorknobs, counter tops, faucets, light switches, toilet handles, etc.) with bleach-based or alcohol-based disinfectant to reduce the spread of germs.

In addition, EDGE Office Products has taken the following steps to reduce the risk of exposure to the virus:

- Eliminating all non-essential in-person meetings and travel until March 27. EDGE Office Products has the technological infrastructure to conduct all businesses we serve remotely.
- Asking all staff and visitors who have traveled on a cruise or to a location that has a COVID-19 travel advisory within the last 14 days not to enter an EDGE Office Products facility and to use the recommended timeframe of 'Social-Distancing' for a minimum of 14 days.
- Before and after each office supply or office product delivery – deliver personnel will be utilizing hand sanitizer as directed.
- Offer "Curbside Delivery" to customers in effort to mitigate customers' concerns with community spread of COVID-19.
- Frequently washing hands with soap and water.
- Avoiding touching eyes, nose or mouth with unwashed hands.
- Covering coughs or sneezes with one's elbow or a tissue, then disposing of the tissue.
- Instructing all team members to stay home if they become sick, and to avoid close contact with people who are sick.

EDGE Office Products will, as always, provide adequate staffing coverage to ensure each of our clients are supported. We encourage our family members to use caution when visiting if you are experiencing symptoms of illness. As a reminder, the symptoms are:

- Fever
- Dry cough
- Shortness of breath

More information on COVID-19 is available on the following sites:

- [Frequently Asked Questions \(CDC\)](#)
- [Centers for Disease Control and Prevention \(CDC\) Overview](#)
- [World Health Organization Overview](#)

We will continue to monitor the situation and will share updates as needed.