



**ADVANCED  
BUSINESS  
SYSTEMS  
INCORPORATED**

22811 COUNTY ROUTE 51  
WATERTOWN, NY 13601  
PHONE: 315-788-7989  
FAX: 315-788-8098  
SALES@ABSCOPIERS.COM  
WWW.ABSTECH.COM

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To whom it may concern:

Due to the COVID-19 Pandemic, ABS has put in to place some new policies regarding our employee interactions with customers in the field as well as other employees at our offices effective immediately.

- If an employee, or an immediate member of their household, is showing any symptoms of COVID-19, they are NOT to report to work and should follow state guidelines for self-quarantine or get tested for COVID-19 per physician recommendations.
- If an employee, or an immediate member of their household, has any direct contact with somebody in the past 7 days that has now tested positive for COVID-19, they are to self-quarantine and monitor for symptoms.
- All employees are to practice social distancing at ABS offices and when at customer's offices, maintaining 6 feet apart, whenever possible. If social distancing is not possible, masks must be worn at all times.
- All employees must follow the CDC guidelines to reduce the risk of spreading COVID-19 located here: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- All employees have been provided masks, hand sanitizer and 99% isopropyl alcohol (where applicable) in order to limit risks associated with the spread of COVID 19.
- When necessary, all employees have the option to work from home provided they can accomplish all of the necessary job duties that they are responsible for.

ABS wants to provide a safe working environment for all employees and our customers. It is going to take the assistance of all employees and customers to accomplish this. ABS management requests compliance with these policies at all times and asks that customers respect these policies as well when our employees are working at your location.

For questions, concerns and/or comments, please reach out to Ryan Jones through one of the contact methods above at any time.

Thank you for your understanding and cooperation.

Ryan Jones

COO/Owner