

April 15, 2020



As the coronavirus situation continues to evolve, Signature Graphics & Printing is focused on the health and well-being of our employees and customers. The purpose of this communication is to share the proactive provisions that Signature Graphics is taking to ensure business continuity while keeping our employees safe and helping to prevent the spread of the coronavirus, COVID-19. These temporary policies and provisions are guided by the Centers for Disease Control (CDC) and the World Health Organization (WHO).

Current Status:

Signature Graphics has asked all employees to immediately self-quarantine by not coming to work or leaving the premises if they begin to exhibit flu-like symptoms. In that event, employees are asked to seek medical attention immediately and report those symptoms and/or test results to their supervisor. At the time of this writing, April 15, 2020, there have been no employees who have tested positive or who are even awaiting test results. We will update this status if, and as, it changes.

Coronavirus Safety and Prevention Efforts:

Signature Graphics has implemented the following precautions to help prevent the spread of the virus in our workplace and in our communities:

1. Eliminated customer, supplier, and contractor visits (except daily deliveries)
2. Eliminated onsite large-group community meetings
3. Encourage good personal hygiene practices, both at work and on personal time
4. Encourage working from home for select employees
5. Increased frequency and rigor of cleaning efforts within our facilities with a concentration toward high-traffic areas
6. Increased availability and access to cleaning and sanitation products for our employees to enable them additional cleaning for their respective area

Business Continuity Plan:

Through prior, purposeful continuity planning, Signature Graphics anticipates being able to fulfill all orders without interruption to normal business operations and while providing a safe environment to our employees.