

April 1, 2020

To our clients,

During this time of unprecedented upheaval, all of us at DataSavers are concerned about the health and safety of our families, employees, customers, and business partners. Our company has followed CDC and local health guidelines on needed steps to prevent the spread of Covid-19 and to support the continuity of essential business services our clients require.

As an essential services provider, DataSavers continues to offer a full array of information management solutions in support of our public and private clients. We have taken the following measures to ensure the well-being of employees, clients, and others who rely on our services and facilities:

- We have been using technology advancements to handle communications, conferencing, web portal requests and reports for some time. This also includes our Scan on Demand service offerings. We ask our clients to consider the use of these services to minimize the need of person to person contact during this pandemic.
- Social-distancing practices have been implemented, including suspending signature requirements and other typical person-to-person transactions.
- We have enhanced our daily facility sanitation practices to include regular cleaning and disinfection of high-contact surfaces.
- We have made non-medical masks available for voluntary use throughout our business to further prevent the spread of illness.
- We have required employees “self-certify” body temperatures prior to reporting to work.
- Specific protocols have been implemented for healthcare and other elevated risk settings.
- All inbound shipments, parcel posts, and US mail are quarantined for a minimum of 24 hours prior to further handling and processing.

DataSavers is committed to meeting the expectations of our clients during this global pandemic, and we ask all our clients and partners to minimize risk, stay healthy and safe!

Sincerely,



Charlene Sullivan
President/CEO