



Dear CompuType Clients,

As you are already aware, the information and status of the Coronavirus is changing rapidly. As your local IT provider, we wanted to assure you that we are taking all recommended and necessary precautions to ensure our workforce and our offices in Belleville, IL as safe as possible. Our top priority is the well-being of our customers, our associates and the communities we serve. The Coronavirus is currently spread from person to person. This is done by air (coughing or sneezing), close personal contact (such as touching or shaking hands), touching an object or surface with the virus on it followed by touching your own mouth/nose/eyes.

CompuType IT Solutions values the health and safety of all our staff, their families as well as our vendors and customers. With that in mind, we are committed to the following steps to do our part in slowing or stopping the spread of infection:

- Our help desk, web design and accounting staff will be working from home
- We are limiting our on-site service calls to critical issues only
- Our on-site technicians have been instructed to sanitize surfaces and objects that our staff and customers touch often, such as desks, countertops, doorknobs, computer keyboards, mice and phones
- We are directing our on-site technicians to wear rubber gloves when visiting customer sites
- Ensuring that our building and staff are properly equipped with disinfectants and supplies needed to clean all surfaces throughout the workday
- We have in place an action plan should we be directly affected by the Covid-19 virus

While we hope this situation does not continue to escalate, we understand that this situation can be nerve-wracking. We want to do everything we can to partner with you as we weather this storm together.

Please see the below links for helpful safety tips to help navigate and prepare your business for the days ahead.

[CDC - Coronavirus Information](#)

[World Health Organization - Getting Your Workplace Ready for COVID-19](#)

Please be assured that we are doing everything we can to maintain a safe and healthy workplace. Our priority is the well-being of our team, you and your businesses, and our local communities.

Thank you for placing your trust in us and for your continued partnership.

Regards,

Brent Boyles, Dave Hollenbeck and the entire CompuType Staff

CompuType IT Solutions

CompuType IT Solutions 4401 North Belt West - Belleville, Illinois 62226 618-233-8500