

We at Benchmark ITS understand and appreciate that our clients may be concerned about COVID-19 (Coronavirus) and any impact it might have on our ability to provide consistent service and support. We are monitoring the situation carefully and are following guidance provided by state and federal governing bodies, and our own internal policies.

Customer service will remain available. Our development teams will continue to function as normal. We currently anticipate no disruption in the services and systems we provide.

Employees have been provided VOIP phones that are connected to our primary phone bank. As such they are being allowed to work from home for the time being. This step will allow you to maintain contact with our customer support representatives via phone or email as normal.

Out of an abundance of caution, we are limiting travel for at least the next 30 days. If possible and feasible we will schedule webinars or phone conferences in lieu of group meetings. Necessary trainings may be conducted online.

Our employees have been provided guidelines and instructions for maintaining their own personal safety and that of others.

Our employees are strongly encouraged to follow these basic rules:

- Wash your hands thoroughly with soap and water for at least 20 seconds after contacting any foreign surfaces
- Cover coughs and sneezes with an arm or elbow, not your hands
- Utilize hand sanitizer when available
- Avoid touching the face
- Avoid contact with others and isolate yourself as much as possible if you are feeling unwell or have symptoms such as a fever or respiratory difficulties

We are committed to the safety of our employees and our customers. We will continue to monitor the situation and provide additional information as needed.

Thank you for your patience in this unusual time.

Sincerely



Kevin Strickland, President
Benchmark ITS