Safeguard®

March 13, 2020

Dear Customer,

With the Coronavirus (COVID-19) a dominant topic in the news and in each of our workplaces, I want to provide you, the valued customer, with an update on how Safeguard is ensuring our ability to meet your needs at this challenging time.

As you know, Safeguard has been serving customers for over 60 years, and in that time, we have navigated national issues that have impacted customers, our employees and our operations. When COVID-19 became a public health emergency, we activated a rapid response team to ensure we have contingencies in place to continue to provide the products and services that help drive our economy.

We are monitoring guidance from the Centers for Disease Control and the World Health Organization on a daily basis. We are communicating with our employees each day to share the latest information as we have it and we are in contact with customers directly, when appropriate, to share our planning.

Specifically, here is how we are managing this situation:

- With printing and distribution plants across North America, we have contingencies in place to maintain our ability to meet customer needs
- We have relationships with suppliers across the globe to ensure we can meet deadlines on current and new projects
- We offer convenient online access to meet customer needs if a Safeguard advisor is unavailable to take your call due to changing situations
- We are encouraging our employees to work from home, where appropriate, to minimize social contact in this environment
- We have shut down international travel and are allowing only business-critical travel for our employees within North America.

As necessary, we will continue to provide up-to-date communication regarding our efforts. The safety and security of our employees and our partners is paramount, as is meeting the needs of customers.

Thank you for your commitment to Safeguard. I look forward to our ongoing relationship, and I appreciate the trust you place in our company.

Sincerely,

Mark Byers
President
Safeguard