



## **COVID-19 Announcement (Updated 03/23/2020)**

Following Governor Murphy's announcement this past Saturday, Print and Mail operations have been deemed essential businesses. As a result, Urner Barry Printing and Mailing is open and operating in a responsible manner.

We are continually monitoring the situation regarding COVID-19 (Coronavirus) and are taking appropriate precautions.

We are committed to ensuring the health and safety of our employees while still providing print and mail services that are important to help businesses and organizations operate and relay messages to their constituents. Our employees who can work from home are continuing to do so and are available via phone (732-575-1980) and e-mail ([printshop@urnerbarry.com](mailto:printshop@urnerbarry.com)). All staff is monitoring their e-mails, so feel free to reach out to them directly.

Business continuity plans are in place should circumstances change. But know that we will do our very best to make operations as seamless as possible for both our employees and our customers.

To protect our employees, customers and vendors, we are accepting deliveries, drop-offs and pickups, but with no contact. If you are delivering, please leave packages in the front of the building or loading dock and call us once the delivery has been made. If you are picking up, please call us from your vehicle and we will put what you are picking up outside. We are only making deliveries through UPS and USPS at this time.

Please call should you have any questions. Thank you.

## **A Message from the United States Postal Service (Updated: 3/23/2020)**

The CDC, the World Health Organization, and the Surgeon General have indicated that there is currently no evidence that COVID-19 is being spread through the mail.

USPS VOWS TO REMAIN OPEN AS ESSENTIAL SERVICE, The Postal Service is undertaking all reasonable measures to minimize the impact to our customers.

In addition, the Postal Service is an essential service for purposes of its compliance with state or municipality shelter-in-place orders or other social distancing restrictions. The Postal Service delivers medications, social security checks, and is the leading delivery service for on-line purchases.

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