



## AN IMPORTANT MESSAGE REGARDING COVID-19

Dear Soli Printing Clients and Suppliers:

As we face uncertainty created by the coronavirus (COVID-19), protecting the health and well-being of our clients and employees is our top priority, and we are actively monitoring the news and report from the World Health Organization (WHO), and the Center of Disease Control and Prevention (CDC), OSHA, State & Local Agencies. With the March 22, 2020 Stay at Home order issued for KCMO, KCK, Jackson, Johnson, and Wyandotte Counties Soli Printing is considered an essential business and will remain available to support your business. The printing industry falls under three areas of essential businesses, defined as for-profit, non-profit, or educational entities, regardless of the nature of service, the function they perform or its corporate or entity structure and includes:

1. Newspapers, television, radio, and other media services
2. Businesses providing mailing and shipping services, including post office boxes
3. Businesses that supply other essential businesses with the support or supplies necessary to operate.

Taking protective steps to ensure the Soli Printing team stays healthy and maintain safety to provide uninterrupted services while considering the rapidly changing situation, Soli Printing has put into place the following procedures for all employees, clients and suppliers:

1. Minimize exposure by sending all non-essential staff to work from home
2. Meetings will be via telephone and webcast
3. In-person meeting will be allowed only if the project is critical and essential for a face to face meeting and will ensure personnel maintain 6 feet from touch.
4. Intend to continue projects that are considered necessary and appropriate for our customers and to make sure all projects are completed in a timely manner, please maintain frequent communication with your contact at Soli Printing for the most up-to-date information regarding the project.
5. Following personnel are not permitted at Soli Printing offices.
  - a. Personnel that are ill, including those that exhibit flu or COVID-19 symptoms. More information regarding the COVID-19 symptoms can be found on the website, [www.cdc.gov](http://www.cdc.gov).
  - b. Those who have travelled by air, have been on a cruise ship, or who have been potentially exposed to the COVID-19 virus within the prior 14 day period.
6. Any person that becomes ill, is visibly ill, exhibit signs or symptoms of the flu or the COVID-19 virus or discovers that they have been exposed must immediately leave the Soli Printing premises. Soli Printing may require evidence that such person(s) have been medically cleared by a licensed physician prior to entering any Soli Printing location.

All Employees at Soli Printing have been provided with detailed information, educated and trained on all COVID-19 symptoms and prevention that have been disclosed by the CDC.

**We will get through this safely together.**

Thank you,  
Kamal Mikhail  
CEO, Soli Printing