

In this unprecedented moment in history, we take pause as a company and individuals to assess our responsibility to our families, staff, clients, vendors, and community. The global situation before us unites us as a people as few things do, and we mourn the loss of life and those affected by COVID-19. We are a small company but take our community-responsibility very serious. We have laid out a plan of action for those in our center of influence in the hopes that our efforts will limit the impact of this pandemic.

How will this affect the way we do business?

Service - At this time, our team will still work in the field to meet the needs of our clients when necessary but will utilize remote access when possible to adhere to the directive of the Centers for Disease Control and Prevention (CDC) and OSHA for social distancing.

Products - Please allow for extra time when considering hardware purchases and technical projects as we may experience delays with vendors and suppliers.

How are we preparing as a team?

Our team is hyper-focused on three basic things:

- 1 *Hygiene* - We will continue to practice proper [hand hygiene](#) and [cough and sneeze etiquette](#) as instructed by the CDC.
- 2 *Social Distancing* - We will exercise social distancing when possible by limiting onsite interaction, avoiding unnecessary contact (handshaking, etc.), and keeping a three to six feet distance when possible when interacting with others.
- 3 *Symptom Awareness and Staying Home* - We have directed our staff to stay alert for symptoms and inform TechSeven leadership if any symptoms arise in themselves or household members. As is our standard policy, any staff having communicable illness or fever should stay home.

How can we help you?

The effects of this situation are felt on many levels, and our goal is to help our partners maintain business operations while navigating it. Here are ways we can help.

- 1 *Remote Access* - Gain access to your business software and files through VPN or other remote software.
- 2 *Virtual Collaboration* - There are several technical solutions that allow you and your staff to work remotely without feeling remote. These options unify communication and collaboration that combines workplace chat, video meetings, file storage, and application integration virtually.

We will continue to monitor and communicate any updates to our service deliveries as new developments arise. Please [reach out](#) to us if you have any questions or if we can help you and your team in any way.

Thank you for your trust and partnership with TechSeven Partners.