



Message regarding COVID-19

Many states and employers are taking measures to ensure that workers are in a position to protect their health and safety during the COVID-19 outbreak. The Massachusetts governor has limited public gatherings to 25 or less, and has closed schools for 3 weeks time.

Visitors who have returned from travel outside of the United States are kindly asked to defer their visits to our facility for 14 days from arrival. Visitors with upper respiratory tract symptoms including fever, sore throat, or cough must defer their visit regardless of travel history.

In order to minimize the risk of health issues related to COVID-19 that could affect employees, drivers, and customers, Tobin is carefully moderating business as necessary going forward through this pandemic, however our goal is to remain open and available as necessary to our valued customers.

We plan to follow the guidelines presented by the Center for Disease Control, which includes the following:

- First, notifying our employees of the impending concern and the mitigation efforts that we either have in place now, or are putting in place in response to this outbreak.
- Distributing the CDC advisories to our team, which provides a protocol for prevention and mitigation, including:
 - Wash your hands with soap and water often (for at least 20 seconds). If unable to wash, use an alcohol-based hand sanitizer.
 - Avoid touching your face, eyes or mouth with unwashed hands.
 - Clean your work area with disinfectant regularly.
 - Self-quarantine if you are sick.
 - Cover your mouth and nose with a tissue when coughing or sneezing. Throw the tissue away, and then wash or sanitize your hands. If a tissue is not available, cough or sneeze into your upper sleeve.
 - Minimizing exposure to crowds and unnecessary travel, etc.
 - Avoid shaking hands, even in a business setting

Sincerely,

Kevin Tobin
President, Tobin and Sons Moving and Storage