



Due to the recent and continuing events involving COVID-19, we want to assure our clients that Streamworks portfolio of companies (Streamworks, 1-2-1 Marketing Services Group and Imagewerks Marketing) has a thorough and comprehensive Business Continuity Plan as well as a Pandemic Plan.

A cross functional leadership team is meeting regularly to ensure that our operations and our commitment to our clients is impacted as little as possible during this time. Our leaders are closely monitoring the World Health Organization (WHO) and the Centers for Disease Control and Prevention (CDC) as well as the Minnesota Department of Health.

Like most businesses, our plan is very detailed and specific to our operations.

**Actions we are taking include, but are not limited to the following:**

- Extensive and ongoing sanitizing of work areas and surfaces
- Requiring employees who can work remote, to do so
- Ban on work related travel and 14 day self-quarantine for those who are returning from travel outside of the continental United States
- Social distance spacing in work areas, moving meetings online and limiting visitors to our locations to those who are business critical
- Staggering work schedules to ensure continuous production and coverage in our production departments
- Sick employees must remain home
- Testing backup communication plans for employees

We are fortunate to have two locations in Rogers and Blaine to support one another in data, print and mail production and if required to do so our Business Continuity Plan will guide us in moving work between our two plants.

With the rapidly changing landscape, Streamworks' leadership is doing everything possible to keep our employees, their families and our clients safe.

Despite all that is happening around us, we remain at, and intend to continue at full capacity. We value our partnership and the confidence you place in us. Our team is well prepared and working diligently to navigate this situation.

If there is anything we can do to assist, please reach out to your rep. Wishing for everyone to be well and take care.

Sincerely,

Tony Zirnhelt, President

Joe Klohn, Chief Operating Officer