



*3/30/2020 (Update)*

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***OPERATIONS REMAIN OPEN WITH NO SLA/MAIL DELIVERY IMPACT***

"Shelter at Home" orders remain in place for the entire North Texas area. DataProse remains open and operational as an Essential Business. We continue to stay very close with the USPS and any potential service delays – Nothing of which is anticipated at this point. It is also very important to note that the USPS along with the World Health Org, reported there have been no indications of any kind that the Coronavirus can be transmitted via US Mail.

-DataProse Incident Response Team

*3/25/2020 (Update)*

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***OPERATIONS REMAIN OPEN WITH NO SLA/MAIL DELIVERY IMPACT***

Additional "Shelter at Home" orders have been implemented in the surrounding counties of Tarrant and Denton. We continue operations as an Essential Business. Approximately half of our workforce can and is working remotely. While the other half is maintaining our Production Operations in full strength. These are challenging times for all of us. DataProse is very fortunate to have a full staff of dedicated, tenured and flexible coworkers navigating through these challenges together.

-DataProse Incident Response Team

*3/24/2020 (Update)*

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The situation continues to evolve regarding the Coronavirus (COVID-19). With the recent "Shelter at Home" order implemented for Dallas County, we want you to know that based on the definitions provided by the Department of Homeland Security, ***DataProse is an Essential Business***. This means that despite area lockdowns and shelter in place restrictions, our coworkers are deemed essential and can still come to work.

We are continuing to take precautions and do everything we can to ensure our coworkers are safe working in our facility. Our coworkers have been asked to practice heightened levels of hygiene and we are taking precautions to wipe down common areas and touch surfaces regularly. Further, we have arranged for all coworkers in non-production roles to work remotely. This not only reduces exposure to other employees but further helps keep our production facility safe.

Currently, we are not experiencing operational impacts as a result of COVID-19. We do have a contingency plan in place should the need arise. We are also keeping close contact with our vendors (including materials and the USPS) to ensure we are kept updated on their plans. Our backup facility, which has been producing volume for the past couple of years, is on standby should we need to shift additional volume. We will implement additional control measures as the situation changes. The USPS remains open and there is no indication of change. As long as that is the case, DataProse will remain open to process your mail with the same SLAs that we have always met.

A letter from the USPS explaining the industry position regarding Essential Business has been included at the end of this update.

-DataProse Incident Response Team



*3/9/2020*

In response to the first cases of COVID-19 in the State of Texas, DataProse has completely restricted our facility to Coworkers and Critical Vendors ONLY. We have suspended all on-site meetings with external participants in any way (Clients, vendors, partners, etc.). This also means there will be no tours of any type until further notice. Notices of these restrictions have been placed at each of our entrances. As these precautions are in place for all coworkers required to be on site, all other coworkers able to work remotely are currently being transitioned to *Work from Home* status until further notice.

We will remain in full operations and we see no impact to Mail delivery or meeting SLAs as we always have. The Department of Homeland Security has defined our business as Essential and ***our operations will remain open.***

-DataProse Incident Response Team

March 22, 2020

To Whom It May Concern,

This letter is to provide information regarding the functions being performed by the mailing and printing industry in support of the essential government services being provided by the United States Postal Service to the American people.

The Postal Service's provision of postal services throughout the United States is not affected by State and local government actions that are restricting commercial and personal activities in response to the COVID-19 pandemic. The Postal Service is an entity of the Federal Government, and the provision of postal services to the American people is designated as an essential function under federal law during times of emergency. The postal system is used to deliver, among other things, important governmental information and benefits, mail that is essential to the functioning of our economy, elections materials, and packages containing vital necessities, including medicines and other goods, and is a part of the nation's critical infrastructure.

Postal and shipping workers, including those in the private sector, are also considered essential critical infrastructure workers under recent guidance issued by the Department of Homeland Security. White House and CDC guidance has also stated that such industries have a special responsibility to maintain normal work schedules.

The functioning of the postal system depends critically on the mailing and printing industry. Members of the mailing and printing industry work with the public and private sector to create, print, and enter essential mail into the postal system. The industry also serves a vital role in ensuring that packages are able to be efficiently shipped from sender to recipient.

Therefore, the Postal Service considers that the continued operations of the mailing and printing industry in enabling the delivery of critical mail and packages is vital to the Postal Service's continued performance of its essential functions.