



IMPORTANT NOTICE - COVID-19 Company Update, Effective 6/15/2020

June 9, 2020

In New Jersey, Stage Two allows for the phased-in reopening of certain businesses and activities, including insurance agencies.

The health and safety of our clients and employees is our number one priority. As a family and business that has called Fair Lawn "home" for over 60 years, we are focused on creating a safe environment for all. As we begin to reopen our office, we want you to feel comfortable should you need to visit our office in person.

Our efforts to ensure a safe environment for our clients and employees include:

- ✓ Conducting symptom assessments for each of our employees, as necessary.
- ✓ Requiring all employees AND clients to wear protective facemasks while conducting person-to-person business.
- ✓ Advanced cleaning and disinfecting protocols.
- ✓ Hand sanitizers are provided and encouraged along with frequent hand washing.
- ✓ When possible, we request that you call ahead before coming to our offices. Without an appointment, you may have to wait outside if our limited capacity is reached.

For the safety of everyone, we request that you conduct business with us via phone and email, whenever possible. These measures are in place to help safeguard all Suburban teammates and to help minimize the spread of the virus in our local communities. That being said, we are prepared to provide a safe environment for all in our local office.

As we continue to navigate our way through these uncertain times, we appreciate your support and cooperation. We will continue to provide you with the personal experience you expect from your neighborhood insurance agency.

Do not hesitate to reach out to us at 201-796-1881. We are here for you.

Respectfully,

Leighton Annis and the Suburban Staff