

During this Executive Order, we remain committed to fulfilling our responsibilities to our clients, and for the safety and welfare of our employees, their families and you, our customers. In line with Social Distancing guidelines, we are instructing our employees to work from home where possible and to only come into the office if necessary. For job functions that qualify to work remotely, our staff will be set up to respond to their normal company email accounts, access our internal systems, and receive calls to their normal extensions. While we transition to this plan, we anticipate we may experience some delay in our responses. If this occurs, please direct a follow-up email to [Info@DeWittGuam.com](mailto:Info@DeWittGuam.com), and we will route the request accordingly.

For many of our crews and operational employees, working remotely is not an option, as their job duties are hands-on and are performed in our warehouses and out in the field. In these instances, we have instructed the staff to take extra precautions when interacting with you, for everyone's safety. There may be instances where we feel it may be unsafe to proceed with services and will work with you to find a solution on a case-by-case basis.

This is an unprecedented situation for all of us, and we value your understanding and partnership.