

## The Rules

Governor Inslee has ordered businesses to close by Wednesday evening (March 25th) EXCEPT those offering "essential services". His Proclamation defined these essential services:

- . "office supply stores that support working-from home".
- . "delivery services" or "distributing products for wholesale or retail sale".
- . certain fax or scan/email services, especially those which relate to financial transactions (mortgages or other "lending services") or "service environments and security issues" which relate to "payroll, billing" or "fraud" or (as we interpret this) sending unemployment insurance applications, court filings, tax or legal documents, or documents developed while working at home, etc.

The order does not prohibit the sale of unessential goods (for example, a food store may continue to sell toilet paper or envelopes).

Important: "Businesses and entities that provide essential services must implement rules that help facilitate social distancing of at least six feet."

## Our Policy

Because The Office Cupboard has regularly operated within the above definitions, we are technically excluded from the closure order. However, we support the Governor in concept, so The Office Cupboard will remain open only on the following limited basis:

1. Our store hours will be irregular, but on most days during the 9AM to noon time frame - perhaps into the afternoon depending on customer demand.
2. If we're not open, CUSTOMERS MAY CALL for appointments or to place phone orders which we will deliver out to your vehicle at a pre-arranged time.
3. Customers (especially those with special needs) may call to request special delivery arrangements.
4. Please, let's all maintain the six foot rule, and limit your stay with us to the minimum necessary time.

## TO CONTACT US:

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