



1391 Phelps Junction Rd.  
P.O. Box 118  
Phelps, NY 14532

Phone: (315) 548-4040  
Fax: (315) 548-4200

## COVID-19 Response

Good afternoon,

As the Coronavirus (COVID-19) continues to evolve within the United States and abroad, we want to assure you that ValveTech, Inc is closely monitoring the virus and our team is taking all necessary precautions as recommended by the Centers for Disease Control (CDC) to prevent the spread of the virus within our organization.

- We are practicing regular facility disinfection and cleaning per the CDC recommendations.
- We are encouraging social distancing on the worksite and offsite as well.
- We have temporarily barred any outside visitors and air travel for our employees.
- We are asking employees to stay home if they are ill or symptomatic.
- As this a fluid situation, our recommendations and policies may change frequently.
- If you had an onsite meeting at ValveTech, we ask that you kindly call your POC and reschedule or try to conduct the meeting remotely. We will ask our employees to do the same.

Sincerely,

*Erin Mullally*

*Erin Mullally,*

*Owner and President*