



## Memorandum regarding COVID-19

Please be assured that as the spread of the coronavirus (COVID-19) impacts the United States and countries around the world, our Management team is monitoring this evolving situation closely. Our top priorities are the support and service of our customers, to safeguard the health of employees while simultaneously managing business continuity. As an essential service, we continue to operate to and from impacted areas as local conditions and restrictions allow.

It is our commitment to our customers to continue to provide the same high level of service that you have been accustomed to. While as of this moment we have not had a confirmed case of the virus among our staff, we are putting procedures and systems in place for our employees to work remotely as per the CDC-recommended social distancing practices. Our maintenance crew is working diligently to ensure that they maintain the highest standards of cleanliness to help keep our offices safe.

**Office staff:** Our office staff will be rotating working remotely, however, are always available via email. We recommend utilizing the team emails so that everyone is copied.

[Belizeteam@hydeshipping.com](mailto:Belizeteam@hydeshipping.com)

[Roatanteam@hydeshipping.com](mailto:Roatanteam@hydeshipping.com)

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**Warehouse staff:** Precautions taken in the warehouse are to limit the interaction with customers and delivering drivers. Customers and drivers will be held at the delivery door not permitted to enter into the warehouse.

We continue to monitor direction from state and federal government related to declarations of state emergency orders and are prepared to support those directives as required. While we continue to serve and support you, we thank you for your help and understanding as we take the necessary precautions for the well-being of our clients, colleagues and communities.