



March 17th, 2020

To our valued customers and partners,

In many ways, COVID-19 has impacted our daily lives in ways most of us have never experienced or seen. However, that does not mean that life can come to a stop, and at Taborda we are committed to providing you superior service during this pandemic. At this time of great uncertainty, it is critical that Government operations continue to run in order to provide the American public guidance and stability. We take our role in helping you maintain that stability very seriously.

Our entire team is fully capable of continuing their missions with you whether that be in a remote capacity or by continuing to be onsite. You know best the situation at your individual offices, and our staff that typically works onsite will trust your guidance and follow your established protocols.

Taborda Solutions is here to serve you so that you may continue to serve all Californians.

Our top priority is the safety and health of our customers, partners, and employees and we are adhering to guidance from local government and public health authorities across the globe. We have put in place many virus-mitigating actions to promote a lower risk of potential transmission; we have extensive online collaboration capabilities for our employees to communicate with each other and with you and suppliers; and all employees have been given guidance on social distancing and hygiene practices.

Furthermore, all employees have been instructed to notify you – and us – immediately, and to self-quarantine at home, if they have any illness or have any cause to reasonably believe they have been exposed to COVID-19.

Please reach out to Jeff Smith or Michael Ruelas with any additional questions and concerns.

Sincerely,

A handwritten signature in black ink that reads "Jeff Smith".

Jeff Smith  
President  
[Jeff.smith@taboardasolutions.com](mailto:Jeff.smith@taboardasolutions.com)  
916-996-3168

A handwritten signature in black ink that reads "Michael Ruelas".

Michael Ruelas  
Executive Vice President  
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916-290-3006