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**To:** Clients and Friends

**From:** Black, Mann, & Graham Partners

**Subject:** Precautions for COVID-19

With the confirmed reports of the novel coronavirus (also known as COVID-19) within the United States, we at BMG are taking every precaution internally to ensure we keep completing our tasks in a timely manner for our trusted clients and friends. Since BMG holds the service we provide to our clients to the highest standard, we have set in place a plan in the case of a possible pandemic. This plan involves a major shift internally to home base sites that will work with a system set in place by management, while also maintaining the strong security procedures we currently have in place. Rest assured, we will continue to provide the same quality that we promise to our clients every day.

For additional Center for Disease Control and Prevention resources regarding virus COVID-19, please refer to the link below.

Click on the links provided to be directed to the CDC's website:

<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html>