



MARSH INSURANCE SERVICES, INC.

11 E. Newton St., P.O. Box 270 • Rice Lake, WI 54868
715-234-8148 • Fax: 715-234-9336 • www.insurewithmarsh.com

July 30th, 2020

As we navigate challenging times amid the coronavirus outbreak, we have implemented the following procedures in our office building:

1. We ask that you strictly adhere to the following guidelines:
 - a. A MASK IS REQUIRED TO ENTER THE BUILDING. PEOPLE ARE EXEMPT IF THEY HAVE A DISORDER OR CONDITION THAT PREVENTS THEM FROM WARING A MASK; IF THEY CANNOT REMOVE THE MASK BY THEMSELVES; IF THEY HAVE “TROUBLE BREATHING”; IF THEY ARE BELOW THE AGE OF 5.
 - b. IF YOU ARE SICK PLEASE DO NOT ENTER THE BUILDING. CALL US AT 715-234-8148. Most requests can be handled over the phone.
 - c. If you do enter the building to conduct business, please maintain a minimum distance of 6 feet from other people in the office.

We all have a social responsibility to do our part to try and slow down the spread of this virus. It's important to remember that the focus is on limiting transmission; even those who aren't experiencing symptoms may infect others. As insurance agents we know the best time to reduce losses is before they happen, and the more we keep that in mind, the sooner we'll be able to get back to our normal lives.

Office hours are 8am to 5pm Monday through Friday.

Regards,

Aaron Marsh - President