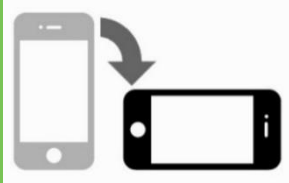


- Don't forget to ALWAYS take your photos in Landscape mode.



This is essential for the format of our report.

- An inspection done on time gets you more work.
- PHOTOS, PHOTOS, PHOTOS! We cannot stress enough the importance of getting all the right photos.
- NEVER email the survey form or lengthy lists of questions.
- Please regularly review our instructions for each case. They are updated on a regular basis.
- Difficulty scheduling? We're here to help !

Psalm 91

300 Valentine Street, Suite F  
Hackettstown, NJ 07840

PHONE: (908) 850-4110  
FAX: (908) 850-5422

E-MAIL:  
hsreports@hsreports.com

H&S Loss Control Inspections, Inc. (908) 850-4110

## Adapting Our Work Habits in Lieu of Coronavirus (COVID-19) concerns

We consider you an important part of our H&S family. Our priority is always the health and safety of our customers, our inspectors, the insured, and our employees. With that in mind, we wanted to update you regarding the coronavirus (COVID-19).

As you know, there is an abundance of information available in the news and on the web and it is evolving. Organizations are making a variety of decisions, in both the government and the private sector, as a response to the outbreak.

It *is not* helpful to sensationalize this event. It *is* helpful to know the facts. Knowing the facts enables us to take the appropriate precautions.

H&S recommends that you keep up-to-date with the facts regarding COVID-19 by checking the CDC website from time to time.

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

In order to best protect our customers, our inspectors, the insured, and our employees, we recommend following the CDC instructions.

According to the CDC, some key actions to prevent the spread of the virus, are:

- Wash your hands often with soap and water for at least 20 seconds.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cleanse common touch points with a disinfectant multiple times per day.
- Cover your nose and mouth if you should cough or sneeze.

Important Note: Each inspector must be understanding of an insured that has virus-based concerns regarding the inspection. If a policy holder refuses inspection (by phone or on-site), **call the H&S office immediately.**

H&S will provide future updates if other precautions or decisions become necessary.