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Date: 3/14/2020 | Amended: 3/31/2020

Subject: COVID-19

XC Media Design Friends & Family:

During this difficult time as we all deal with the coronavirus, please rest assured that XC Media Design will be available during our normal business hours to assist you with your Website Design and Internet Marketing needs. We understand the importance of having our team ready to support you, as we have done for the past 13 years.

XC Media Design has had a work from home policy in place since 2007. Our staff is equipped at home to provide full support with high quality security compliance. We use video conference software so that anytime we can chat, call or video with you. We use Google G Suite for our internal business systems. Our team is available and ready to support you regardless of where they are.

Our headquarters on 53 High Street, Suite 308, Westerly, RI 02891 will continue to be open. We listen closely to what the government is recommending and will follow any instructions given.

Until May 1st, 2020, XC Media Design will be scheduling all onsite sales and consultation visits as Skype, Google Hangout, FaceTime, or Zoom remote meetings. The preference of video conferencing platform is of the clients.

We will continue to evaluate the situation and make adjustments as necessary and in ordinance with the executive orders issued by the Governor of Rhode Island, Gina Raimondo and the President of the United States of America, Donald Trump.

Please trust that XC Media Design will do whatever necessary to ensure we are here to provide you the support and expertise you have become accustomed to receiving from our team, and take all necessary steps to stay safe and healthy.

Thank you for your attention to this matter,

XC Media Design