



Branch Lobby Opening - June 29, 2020

As we welcome you back, the health and well being of our customers, employees and visitors remain our top priority. We have implemented new measures to ensure a safe banking and working environment for everyone. These include limiting the number of people inside the branch, installing protective barriers and following the CDC guidance for cleaning and disinfecting.

When you visit us, **please follow these guidelines:**

- At the start of reopening the lobby door will be locked to control the number of people in the office. A bank greeter will be at the door to let people in and out. The greeter will also ask a couple questions and give you some instructions.
- A face covering will be required when inside. Our employees may ask for face coverings to be removed briefly prior to entry and briefly upon entry. If for health reasons you cannot use a face covering, please call your branch for alternative methods to do your banking.
- Stand at least 6 feet from other people. Please practice safe social distancing guidelines.
- We ask that if you think you have been exposed to COVID-19 or have a fever and symptoms, such as cough or difficulty breathing, that you stay home and conduct your banking when you feel better. We will have a thermometer available at each branch location. Please let one of our employees know if you would like your temperature taken prior to entry.
- Both branches will maintain our normal business hours, Monday through Friday.
- At this time our Milmont Branch will remain closed on Saturdays. The Tincum Branch lobby will reopen on Saturdays, beginning July 11, 2020. In the meantime, our Tincum Branch drive thru will continue to be open on Saturdays from 9AM to 12PM.
- Please check our website for COVID-19 for updates
- While customer service and other banking needs can be conducted within the branch, we still encourage the use of our drive-thru and electronic banking whenever possible.

As we navigate through these unprecedented times together, we remain dedicated in helping you achieve your financial goals.

We recognize this "new normal" for conducting business is less than ideal, and like many of you we look forward to getting back to the "old normal" and shaking your hand and seeing your smile.

Thank you and we look forward to opening our doors but being thoughtful of the potential dangers.

Mark Schreiber

President & CEO