

# IMPORTANT Announcement

**Subject: Executive Order OE-2020-023**

**Impact: Interboro Systems Corp. Operation Adjustment**

**Date: March 16, 2020**

Dear Customer:

Pursuant to the Executive Order OE-2020-023, to make necessary governmental and private closings to combat the effects of COVID-19 and control the risks of contagion in Puerto Rico, we recognize the importance of protecting all our employees, as well as our clients and visitors in general. Our commitment and responsibility is to be able to continue providing services to our clients and guarantee the continuity of their operations as applicable, this within compliance with this Executive Order and safe work environment for all.

In harmony with our commitment, we have determined to make certain operational adjustments that we share below:

- Effective today, March 16 through March 30, our facilities will remain closed, as established in the aforementioned Executive Order.
- The services to our clients will be carried out partially and exclusively remotely with the activation of our management personnel, as well as the necessary technical and functional personnel.
- For any service request or query our clients can communicate using the following available means:

**Emails:**

- Primary Email - [support@interboropr.com](mailto:support@interboropr.com)
- Second Email - [sales@interboropr.com](mailto:sales@interboropr.com)
- Service Request Form available: [www.interboropr.com](http://www.interboropr.com)

**Phones:**

- Primary Phone - (787)-641-7777 y (787) 641-7800
- Others - (787) 605-9118, (787) 226-9860, (787) 226-9857
- We will be attending to those service requests and work plans related to tasks that allow us to continue the efforts remotely and not in person.
- Once the Executive Order is cancelled, we will be attending to those requests that require the visit of our technicians to our client's facilities.

We trust that these temporary measures will allow us to continue our operation and service while safeguarding our personnel and that of all our clients and visitors. Finally, we urge you to be vigilant about any additional notifications and to take your preventive measures.

Sincerely,

Interboro Systems Corp. Management



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