



Pride Printing & Mailing Services

2847 US Highway 41 W

Marquette, MI 49855

906.228.8182

RE: COVID-19 Operations Plan

3/23/2020

In accordance with [Executive Order 2020-21](#) signed by Gov. Whitmer on 3/23/2020 and effective 3/24/2020, Pride Printing & Mailing Services will modify our operations as follows:

WALK-IN CUSTOMERS:

We will be closed to walk-in customers during this time. Please use alternative methods to send us your files and place orders (see below).

NEW ORDERS:

Please send new orders to us via email (print@prideprinting.ink) or upload them through our website [HERE](#).

ORDER PICK-UP:

We will be maintaining a staff of essential employees. Orders can be picked up curbside between 9:00-4:30 Monday-Friday. Please call or email to let us know that you are coming. We are able to accept credit card payments at the door. We will also accept checks by mail.

ORDER DELIVERY:

Order delivery has been suspended to most customers. Customers that have been designated "Critical Infrastructure" may request delivery service to facilitate their critical operations on a case-by-case basis.

AUTHORITY TO REMAIN OPEN:

Under Section 4 of EO 2020-21:

4. No person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are necessary to sustain or protect life or to conduct minimum basic operations.

2. For purposes of this order, workers who are necessary to conduct minimum basic operations are those whose in-person presence is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.

Pride Printing & Mailing Services has designated personnel that will work on site to process payroll, accounts receivable, accounts payable. To support remote working capabilities, personnel will also remain on site to maintain information technology systems such as our order management system and website.

Under Section 9 of EO 2020-21:

9. For purposes of this order, critical infrastructure workers also include:

2. A business or operation that employs critical infrastructure workers may designate suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the work of its critical infrastructure workers."

Pride Printing & Mailing Services has been contacted by a number of government agencies, hospitals, and businesses that are considered to be "critical infrastructure". These organizations require our manufacturing and design services in the weeks ahead to provide communication materials and mailing services to facilitate their critical missions.

United States Postal Service & Federal Law:

The United States Postal Service has issued a statement designating printers and mailing services as "Essential Critical Infrastructure". That document can be found [HERE](#).