

# COVID-19 Update: We Continue as an Essential Business and Operation

As our state continues to battle the spread of COVID-19 throughout our collective communities, we want to assure you of our commitment to provide critical support services to our medical communities as an Essential Business.

In accordance with the most recent "Stay at Home" order, set into motion as of April 9th, Essential Businesses include those businesses identified as providing a "critical trade." This puts The File Depot of Milwaukee in the very humble position to continue our services under the heightened social distancing protocols.

## **What Does This Mean For You?**

If you are an Essential Business, and you are continuing to provide services to our community during this challenging time, we will continue to support you. These services include records scanning and delivery, records pick up, and rotational shred services. Know we are here for you and will be reaching out to you directly to discuss your needs and how we can continue to provide you with our best-in-class service.

## **Confidential Shredding is Still Necessary to Protect your Business**

We understand many of you will be closing or scaling back operations during this order. We also understand as your employees continue to operate from home, your business may not be accumulating shreddable content. As such and if desired, The File Depot shall offer a one-month reprieve from your rotational shred services between April and May. Keep in mind your confidential content will still be accumulating at your employees' homes.

It's important to continue to protect your company's and your clients' confidential information by the continued collection of that shreddable content into your locked bins when your employees find themselves on site. The File Depot of Milwaukee will continue to operate and support both our essential and non-essential business clients throughout this outbreak.

It is our focus to ensure your business remains safe and secure by maintaining a high focus on your confidential records—shreddable confidential content is not merely trash, after all. Please give us a call at 262-977-7410 should you have any questions or concerns.

## **The File Depot – Milwaukee, WI**

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