



Shea  
Writing & Training Solutions  
*Technology Into Words*

## A Message to our Clients

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In response to the COVID-19 (coronavirus) pandemic, we want to offer our thoughts and best wishes to all of those who have been affected. We also deeply appreciate all medical personnel, retail staff, delivery drivers, and other workers who continue to go to work every day. Thank you for all that you are doing during this global crisis.

At Shea we are committed to ensuring the health and safety of our employees, clients, friends, family, and communities. Shea has taken social distancing recommendations under advisement and eliminated nonessential travel for all employees. We have moved to transition all in-person meetings to a virtual format, and encouraged employees to conduct rigorous hygiene procedures both in the office and at home.

We have always believed that words have power, so much so that our mission is to **reduce risk, improve performance, and protect lives** through the written word. In this time of concern and uncertainty words can provide clarity, guidance, and reassurance and so we will continue to support you, our clients, with your written communication and documentation needs. Our writers and editors are fully-equipped with the tools, resources, and management support to assist you from any location.

Our management team is actively monitoring the situation and we will provide updates if anything changes as new information unfolds. We encourage all of you to follow the instructions and guidance of your local government and health officials and to use the CDC website to find pertinent information, FAQs, and updates on the virus.

Stay Safe.

Evalyn Shea  
President, Shea Writing and Training Solutions, Inc.