

Dear Valued Partner:

TPC understands that all our customers expect our services and solutions to be delivered on a continuous, high-quality, and safe basis. We are committed to keep to this standard, and consider risks such as natural disasters, electronic threats, global environmental issues and more recently, infectious disease threats.

Currently, TPC is changing the format in which we deliver our instructor-led classes due to the recent threat of Coronavirus COVID-19. TPC feels a responsibility to not only keep our instructors safe, but also the attendees of our open seminar classes. We also realize that our priority to our client base is to continue to support your training needs. **As a result, we will be moving all instructor-led seminars to a virtual setting for at least two weeks. All classes scheduled the week of March 23rd and 30th will be delivered live over the internet.** This is a format that TPC has offered consistently for a number of years, and we are very confident in our ability to create a productive and interactive learning environment via online simulcast. We will be continuously monitoring the situation and transfer future weeks of classes to the online format if the Coronavirus situation so requires. We continue to accept registrations for future live in person events and plan to return to our in person format as soon as we feel we can do so in an environment that is safe for our students. We have also augmented our existing simulcast training schedule for the coming months, should the current situation of social distancing be extended.

We continue to monitor this global situation and will work to mitigate any impacts that could occur. We will be monitoring all developments and guidance from the Food and Drug Administration (FDA) and Centers for Disease Control and Prevention (CDC) as it relates to potential risks of COVID-19 transmission to customers.

Given the above, we would like to assure you that TPC will continue to deliver the high quality services to your organization that you have come to expect and we will continue to follow the advice of global health organizations. Should you have any additional questions or concerns, please feel free to contact the TPC Customer Care team at 877.978.7246.

Sincerely,
TPC Team