



The Bath State Bank

“The Bank by the Side of the Road that is Always a Friend.”

Main Office: 3095 Bath Road, P.O. Box 10, Bath, Indiana 47010

Branch Office: 3828 South U.S. 27, P.O. Box 310, West College Corner, Indiana 47003

Telephone: 765-732-3022 **Fax:** 765-732-3910 **Bank Easy:** 765-732-3279

www.BathStateBank.com

Member FDIC

Bath State Bank COVID-19 Plan (In regard to Section 4.a. of Governor Holcolm’s executive Order)

The Bath State Bank is committed to providing a safe environment for employees and customers. In order to do this, we have addressed the following guidelines:

- Employees that have a fever, cold like symptoms, or generally feel ill, will be required to stay off of bank premises until those symptoms have cleared up. Likewise, if a family member has a fever, cold like symptoms or generally feels ill, the employee shall not be on bank premises until those symptoms have cleared.
- Daily, employees are cleaning and disinfecting high-touch surfaces. Along with this, a team of professionals are cleaning the bank semi-weekly.
- Employees are encouraged to wash their hands regularly, as well as use hand sanitizer. Currently, only our drive-thru is open. When the lobbies re-open, customers will have the ability to wash their hands and access to hand sanitizer.
- Personal Protective Barriers will be used in customer service areas. Both employees and customers are encouraged to maintain the 6 foot social distancing standards established by the CDC. Masks are available upon request for employee use. Customers are encouraged to wear face coverings when our lobbies re-open.
- The Bath State Bank complies with the health and safety standards of IOSHA.

On March 12, 2020, Bath State Bank implemented our internal pandemic procedures. Those procedures included staff rotations, working from home procedures, intensive cleaning and social distancing, as well as closing the lobbies on March 18, 2020 to minimize person to person contact in an effort to protect our customers and employees. The pandemic procedures and processes are analyzed on a weekly basis to make necessary adjustments to protect all individuals.

Sincerely,

Branden Logue

President & CEO