



As a community bank, there is nothing more important to us than the safety and security of the communities and customers we serve as well as the employees who serve you. This has become particularly important in the face of the current COVID-19 outbreak. We would like to take a minute to make you aware of our plans to continue conducting business while keeping our customers, employees and facilities safe.

As part of our emergency preparedness, First National Bank of Griffin has in place a Pandemic Business Continuity Plan. This plan includes the following precautions:

- Increased emphasis on frequent hand-washing as well the use of hand sanitizer in the event hand-washing is unavailable;
- Shared and/or public work spaces (including but not limited to countertops, desks, door knobs/handles) will be wiped down throughout the day;
- Encouraging social distancing protocols to keep greater distance between individuals;
- Employees are instructed to stay home when they are feeling sick or to go home early should they begin to feel ill after they arrive at work.

We will make every effort to keep you informed of our efforts in addressing this situation through our Facebook and website, [www.fnbgriffin.com](http://www.fnbgriffin.com), should there be any changes or with updates. The situation is still evolving and we are both monitoring and making adjustments to our plan when and as needed.

If you find yourself feeling ill or prefer to stay at home, remember that you can take care of all your banking needs from the comfort of your own home. From paying bills to checking balances and making deposits, you can do everything through our online banking and/or mobile app. If you haven't signed up for online bill pay or downloaded our mobile app, now is the perfect time to do it so you're prepared, just in case.

### **Be aware**

The coronavirus could increase the activities of cyber criminals who take advantage of the public's concerns. Criminals look for ways to gain access to your account. As a reminder, we will never ask you to provide or verify your: full Social Security, account or card numbers; one-time password; PIN information, username or password. Know what to look for so you can help stop identity theft and fraud while protecting your accounts.

If you have questions or would like further information on any of this, please don't hesitate to call us at 770 227-2251. We appreciate your business and are here to answer any questions or address any concerns you may have.