

# ROTATING STAFF NOTICE TO OUR CUSTOMERS

Updated 3/27/2020

**Starting Monday, March 30<sup>th</sup>, the bank will be closed from 12:30 p.m. to 1:30 p.m. daily.**

This is part of our COVID-19 Rotating Staff Plan to provide lunch breaks to our staff. The bank's normal "start of the day" and "closed for the day" scheduled times will remain the **SAME**. This emergency procedure is to assure continued service to our customers during a pandemic.

We understand at The First National Bank of Proctor, that this is a very difficult time for our customers and we want to emphasize that we are here for you and your family. Please contact us, if you have any concerns at (218) 628-1088 or [proctorbank.com](http://proctorbank.com)

# THE FIRST NATIONAL BANK OF PROCTOR LOBBY IS TEMPORARILY CLOSED TO MONITOR COVID-19 (CORONAVIRUS)

Updated 3/18/2020

The First National Bank of Proctor continues to monitor the news and concerns about the COVID-19 (coronavirus) situation. Our top priority is to protect the health of our employees, customers, and community. We will promote best health practices, and monitor the CDC and local health departments for information and updates on COVID-19. While we all work through this, we will be here to continue to support your banking needs.

**Starting on Wednesday March 18th, we are temporarily limiting 1:1 personal interactions and closing our lobby. If you require an in-person meeting/visit to our lobby, or emergency access to your safe deposit box, we ask that you please call (218) 628-1088 to make an appointment. The drive-up will continue to be open, and accessible to walk-up traffic. Our drive-up cannot process large coin conversions for cash or deposit.**

**We highly encourage you to take advantage of our mobile and online banking products, so you will be able to bank from home:**

- Enrollment applications are available online
- Easily and securely log in using fingerprint or a personal identification number.
- View balances and account activity
- Search for transactions. Understand your activity and find what you're looking for—fast.
- Make mobile deposits using your camera
- Deposit checks into qualified accounts using the mobile remote deposit feature.
- Transfer funds
- Effortlessly initiate one-time, future date or repeating transfers.
- Find the nearest ATM or locate a branch using your current location.
- Contact customer service

**Banking from home via your phone, computer or tablet is easy, convenient and secure with our online and mobile banking features.**

**Your First National Bank of Proctor debit card gives you immediate access to your money, and you can use it anywhere MasterCard debit cards are accepted.**

Please remember basic hygiene practices are very important in fighting the spread of COVID-19. Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Keep your hands away from your face.

Our hope is that this passes quickly, and we get to see you all very soon! We will continue to keep you updated with any changes. Please be safe and stay well.