



NEWS

DECEMBER



MARCO OFFICE SUPPLY, FURNITURE & PRINTING, INC.

Santa's Arrival

- **The 2021 Tax forms are here.** Contact your retail store on Marco Island 239-394-7514 or call your customer service rep 239-774-7513 to order your 2021 Tax forms!
- **Calendar Deal** – Get them while they are hot or before the price increases. Our 2021 calendars are available. Order now and receive your 2021 calendars at this year's price. The deadline before price increase is 12/31.
- **Holiday time is the best time to begin going through files and boxing for storage.** The best deal for letter/legal storage is our BSN4205 – 12 boxes for only \$25.95

Our 2021 Products Catalog has arrived.

Depending if you are naughty or nice, expect a holiday treat with your catalog delivery!!

Please call your sales rep to request your 2021 catalog today!!

Last call for our Holiday Cards and Gifts.

Browse our card selection online <https://mos.4printing.com>

E-mail inquiries to bwright@thehivemos.com

Holiday Office Hours

We will be open ½ days on Christmas Eve and New Year's until 12:00 noon.

COVID – IT ISN'T OVER UNTIL THE VACCINE ARRIVES.

Still not too late to virus proof your place of employment; especially with holiday social gatherings and shopping. Now is not the time to let your guard down. We have plenty of solutions to keep your business operational, safe and sanitized. Listed below are some workplace protocols if an employee tests positive and your action steps from the Florida Health office of communications.

When you have a COVID-19 positive employee in the workplace

Once a COVID-19 case (a person with a positive PCR or antigen laboratory result, regardless of symptoms) is identified among employees, the employer should:

- Make sure that the COVID-19 positive employee is sent home and stays home in isolation.
- Identify all close contacts¹ associated with the workplace (both employees and non-employees) who had exposure to the case during the infectious period. A case is typically considered to be infectious from 48 hours before symptoms first appeared (or date of first positive laboratory test for people without symptoms) until the time the case is sent home to get isolated.
- Any contact who is symptomatic should immediately be sent home to self-isolate.
- All asymptomatic close contacts are required to self-quarantine for 14 days from the last date of their exposure regardless if the contact tests negative during the quarantine period or not. Staff instructed to self-isolate or self-quarantine who cannot work remotely should be given consideration for paid sick leave.

¹ A close contact is any individual within the workplace who was within 6 feet of the case for more than 15 minutes or had contact with the case's body fluids and/or secretions, for example, being coughed or sneezed on, sharing of a drink or food utensils.

Returning to work

Testing is not needed for individuals to return to work. Return to work is based on the following three criteria:

1. At least 10 days have passed since symptoms first appeared.
2. At least 24 hours have passed since last fever without the use of fever-reducing medications.
3. Symptoms (e.g., cough, shortness of breath) have improved. Because loss of taste and smell can continue for weeks or months after recovery, these symptoms should not extend isolation.

For cases of COVID-19 who were never symptomatic, they should be allowed to return to work after at least 10 days have passed since the date of their positive lab test.

Close contacts to cases of COVID-19 should be allowed to return to work after 14 days have passed from their last date of exposure to the case as long as they have remained symptom free.

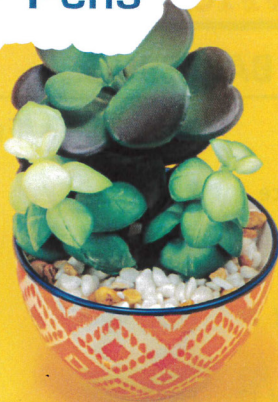




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PIL32520	Black Ink, Extra Fine Point 0.5mm, Dozen Box
PIL32521	Blue Ink, Extra Fine Point 0.5mm, Dozen Box
PIL31450	Black Ink, Fine Point 0.7mm, Dozen Box
PIL31451	Blue Ink, Fine Point 0.7mm, Dozen Box
PIL31452	Red Ink, Fine Point 0.7mm, Dozen Box
PIL31455	Purple Ink, Fine Point 0.7mm, Dozen Box
PIL31457	Navy Ink, Fine Point 0.7mm, Dozen Box
PIL11384	Black Ink, Bold Point 1.0mm, Dozen Box
PIL11387	Blue Ink, Bold Point 1.0mm, Dozen Box
FriXion Ball — Capped	
PIL31550	Black Ink, Fine Point 0.7mm, Dozen Box
PIL31551	Blue Ink, Fine Point 0.7mm, Dozen Box
PIL31552	Red Ink, Fine Point 0.7mm, Dozen Box
PIL31569	Asst. Inks (BLK/BLU/RED/PPL/PNK/LIM/ORG/BRN), Fine Point 0.7mm, 8pk Pouch
FriXion Point — Capped	
PIL31573	Black Ink, Extra Fine Point 0.5mm, Dozen Box
PIL31574	Blue Ink, Extra Fine Point 0.5mm, Dozen Box
FriXion ColorSticks — Capped	
PIL32465	Black Ink, Fine Point 0.7mm, Dozen Box
PIL32466	Blue Ink, Fine Point 0.7mm, Dozen Box
PIL32467	Red Ink, Fine Point 0.7mm, Dozen Box
PIL57087	Asst. Inks (BLK, BLU, GRN, GRY, MAG, NAVY, ORG, PPL, RED, SAL), Fine Point 0.7mm, 48pc Tub
FriXion Colors Marker Pens — Capped	
PIL44153	Asst. Inks (BLK/BLU/GRN/ORG/PPL/RED), Bold Point, 6pk
PIL44158	Asst. Inks (2 BLK/2 BLU/RED/PPL), Bold Point, 6pk
PIL44155	Asst. Inks (BLK/RED/BLU/PWK/GRN/LGR/YEL/ORG/LTK/PNK/PPL/BRN), Bold Point, 12pk
FriXion Fineliner Marker Pens — Capped	
PIL11485	Black Ink, Fine Point, Dozen Box
PIL11467	Blue Ink, Fine Point, Dozen Box
PIL11452	Asst. Inks (BLK/GRN/BLU/PPL/BRN/LTK/RED/PWK/LIM/YEL/ORG/PNK), Fine Point, 12pk
FriXion Light Highlighters — Capped	
PIL46502	Fluorescent, Yellow Ink, Chisel Tip, Dozen Box
PIL46507	Fluorescent, Asst. Inks (PNK/YEL/ORG), Chisel Tip, 3pk
PIL46543	Pastel, Asst. Inks (BLU/PNK/YEL/GRN/PPL), Chisel Tip, 5pk

*FriXion is the #1 Selling Erasable Pen Brand/The NPD Group/Retail & Commercial/US Dollar Sales/Data on file. **Product of the Year Winner Office Supplies Category. Survey of 40,000 people by Kantar.

Buy \$50 of FriXion, get \$15 Visa Gift Card

How to Enter:

1. Purchase \$50 of FriXion pens.
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3. Receive your \$15 gift card.

To receive one (1) \$15 Visa Gift Card, complete the redemption form, attach a copy of the original invoice with \$50 of qualifying purchases circled and mail redemption form and invoice copy to the address listed on rebate form OR upload original invoice with \$50 of qualifying purchases circled and submit to <https://pilotpen.us/FriXion-2020Q4Promo>. Only Pilot products specified on this sell sheet will be considered qualifying purchases for the sake of this promotion. Purchases must be made between 10/1/20 - 12/31/20. All submissions must be post marked by 1/1/21. Allow 8 weeks for delivery. Cannot be combined with any other offer. Available while supplies last. Not responsible for lost, late, misdirected, postage due or any undelivered mail. Illegible or incomplete redemption forms will not be honored. Void where prohibited, taxed or restricted. Offer valid only for purchases made in the United States. Maximum of 1 redemption per person, 3 per company, per location. Terms and conditions of Visa Gift Cards will apply. Visa name and logo copyright Visa.



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