

COVID-19

As we all continue to grapple with the current COVID-19 health crisis, I wanted to share an update on the steps we at U.S. Architectural Millwork (USAM) are taking as we work to ensure the safety and continuity of our mutual businesses. Please feel confident that our business dealings with you will continue as we practice safe and alternative ways to communicate and execute our business relationships during these challenging times.

Our mutual goal is to take all actions needed to protect the health and well-being of our team, our families, our customers, and our communities. We are following the recommendations of the WHO and the CDC through implementation of the following:

- Encouraging thorough hand washing with soap and water for at least 20 seconds, as well as regular use of hand sanitizer.
- Making hand sanitizer readily available for both employees and customers.
- Increased cleaning frequency of our facilities, with cleaning and disinfecting of frequently touched objects.
- Emphasizing do not touch your face.
- Reduce gatherings to 10 or fewer people.
- Cover your cough or sneeze with a tissue or into your elbow, throw the used tissue in the trash.
- Stay home when you are sick. Don't travel anywhere, if you have a fever and cough.
- Contact your doctor if you have symptoms; fever and a dry cough are most common.
- Get a doctor's release to return to work.

In addition to these recommendations the best way to stop the spread of a virus is to operate with an abundance of caution and common sense. With strong recommendations for "social distancing" the last thing we need right now is to be socially distant from each other. However, maintaining a physical separation as much as possible is prudent. We request utilizing conference calls, emails, texts and other alternative electronic communications in effort to keep face-to-face meetings limited with few people as possible.

As our business operations continue we will monitor the current national, state & local situations. We are sensitive to the well-being of all therefore as these situations continuously evolve we will allow as much notice as possible if our operations were to be forced to change.

At this point, our office hours remain the same and we continue to conduct business in all the markets we serve.

Thank you for the valued trusts and relationships placed within us at USAM, it is our privilege to continue to serve you diligently.

WE WILL OVERCOME THIS CURRENT CRISIS TOGETHER.

