



Important Update Regarding COVID-19

First and foremost, we hope that you and your families are healthy and safe. Cal-Duct is committed as ever to being your Best Business Partner in these trying times, we are working hard to maintain our usual operations. Cal-Duct currently will remain open with normal operating hours, **including Will-Call**, Monday through Friday, 5am to 5pm. Please try and send us your orders before 4pm for next-day deliveries. We encourage you to pre-call in your Will-Call orders to avoid extra time waiting. Should our operating plans change, we will let you know as soon as possible.

We are equally committed to the safety of our customers, employees, and community. Accordingly, Cal-Duct is following all applicable guidance from the Centers for Disease Control and other authorities regarding the COVID-19 virus.

To support these goals, the following steps have been implemented at Cal-Duct.

- Cleaning and disinfecting all high touch surfaces.
- Modifying flow in Will Call and other customer areas to promote appropriate social distancing.
- Adjusting workspaces to keep employees a safe distance from each other during the workday.
- Continually reminding employees of the need to avoid physical contact and regularly wash hands.
- Taking appropriate steps to ensure that any employee who is exposed to the virus or shows signs of sickness to stay home.

We will keep you updated of any further changes that may impact our business and yours.

We are grateful for your continued support and look forward to things getting back to normal as soon as possible. Thank you for your business and support.

Sincerely,

Tracy I. Spreifer

President