To: Our Preston Feather Customers and Supply Chain Partners

Subject: Our COVID-19 Plan and How We Work Together

Date: May 5, 2020

As we adapt our business processes to comply with Executive Orders from State of Michigan and guidance from the CDC related to COVID-19, it is important you know how these changes affect how we work together safely.

Over the past several weeks we created and implemented our COVID-19 Safety Preparedness and Response Plan. This Plan is based on published CDC and OSHA guidelines, plus Executive Orders from the State of Michigan. We will amend this Plan based on operational needs and future changes to CDC, OSHA or State of Michigan requirements

Our COVID-19 Safety plan is available for your review on at our web site link here [www.prestonfeather.com](http://www.prestonfeather.com) .

The Plan is based on 5 simple, common-sense COVID-19 safety principles:

1. *Minimize group sizes and contact opportunities.*
2. *Minimize material (products, paper, tools and equipment) contact opportunities.*
3. *Provide education on symptoms, PPE and cleaning habits.*
4. *Control physical access to our facilities*
5. *Communicate and coordinate safety practices with our supply chain partners.*

We are asking our construction contractors to provide copies of their COVID-19 safety plans so we may work together as safely and smoothly as possible.

Until further notice, the following policies remain in effect:

1. Physical access to our facilities will be restricted - Curb-side pick-up or delivery orders only. Showrooms and administrative office will be by appointment. This process has worked well since March while we operated on reduced scale serving essential projects.
2. Sales meetings and measurements at construction job sites or homeowner dwellings will be subject to new safety restrictions and job site safety measures. Electronic or “virtual” communication methods will be used where possible. We have developed new processes and procedures to work with these restrictions and keep projects moving as best we can.
3. For construction job sites, contractors will be responsible for compliance with COVID-19 safety guidelines, per the State of Michigan executive orders and the CDC.
4. For homeowners or other non-contractor sales activity, we will apply the same policies that guide our interaction with contractors based on State of Michigan executive orders

and Preston Feather’s COVID-19 Preparedness and Response Plan. COVID-19 symptom/exposure screening questions will be asked prior to in-person meetings.

Preston Feather also provides personal protection equipment (PPE), such as cleaning, sanitizing, and disinfectant products, plus other job site safety supplies. Please ask us if you need help sourcing any of these products.

Contractors can resume construction operations on May 7th with additional safety protocols in place per Executive Order 2020-70.  Preston Feather is not responsible for “policing” this activity.  However, we will not expose our employees to contractors or job sites that have not implemented required safety protocols.  We reserve the right to not serve these customers until protocols are implemented, consistent with our COVID-19 Exposure and Response Plan.  We cannot put our staff or other customers at risk.

Homeowners may order materials for curb-side and delivery prior to May 7th.  However, they will be responsible for safety compliance with the State of Michigan and contractors hired, if applicable.  This is consistent with how big box stores are treated under State of Michigan safety restrictions.

We appreciate your support and partnership, and look forward to serving you in our communities during this challenging time. Please contact me or Mike Leginski, our COVID-19 Safety Program Leader, if you have questions about our policies.

Kirk Jabara, President/owner Mike Leginski, COVID-19 Safety Program

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