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With growing concern over the impact of COVID-19, we want to assure you that we have been working to be prepared to serve our employees and customers, as you are the heart of our business. Being an integral partner with your organization, we are sensitive to the impact COVID-19 has on your operations and are committed to supporting you as we navigate this difficult and uncertain time together:

- Our manufacturing team continues to work to build our product to meet delivery expectations to the best of our ability.
- Our office staff, including project managers, estimators, drafting teams and leadership, remain available to help you and can be accessed via phone or email.
 - Phone: 507.744.2318
 - Email: info@minnesotamillwork.com

As we honor this commitment to maintaining a high-level of service, we are taking precautions to slow down the spread of COVID-19. The well-being of our employees has always been our first priority, so out of respect for them, our customers, partners, community and all those we work with, we are taking the following measures to uphold a healthy, safe and considerate environment:

- We maintain the highest of cleaning and personal hygiene standards to keep our facilities sanitary per the guidelines issued from the World Health Organization (WHO) and Centers for Disease Control (CDC).
- Employees in our offices are working from home when necessary and employees on our manufacturing floor are practicing safe measures to avoid contamination by frequent hand washing, regular cleaning and disinfecting of our facility and equipment, as well as social distancing.
- We have halted all business travel for the foreseeable future.
- We are restricting visitors and non-vital personnel from entering our building.
- We have altered and extended our attendance policy and benefits to allow employees to recover from novel Coronavirus-related sickness and take care of loved ones.

As this situation is fluid, we will continue to follow the recommendations of trusted sources and keep you updated on any developments.

Minnesota Millwork & Fixtures is a company committed to protecting our employees and facilities, we ask that you keep us informed of any changes to your business so we can do our part to help, no matter how small, we are all in this together.

Regards,

A handwritten signature in blue ink, appearing to read "Randall Rivers", is written over the "Regards," text.

Randall Rivers
CEO