March 16, 2020

To our valued vendors,

These are extraordinary times as the COVID-19 (coronavirus) situation continues to evolve. We are committed to acting in a responsible manner, while ensuring that we remain a reliable partner and protecting your health and safety, as well as that of our employees and customers.

Please know that we are referencing the Centers for Disease Control (CDC) and World Health Organization websites regularly and our senior leaders are working closely with teams from around the company to stay up-to-date with state and local officials. Following is an update on our operations and an overview of the steps we are taking to keep everyone as safe as possible.

- To adhere to CDC recommendations, non-essential business meetings are cancelled until further notice. Should a meeting be required, we encourage you and our F.W. Webb employees to hold a conference call versus an in-person meeting.

- We kindly ask our business partners with colds, coughs or other symptoms related to COVID-19 to refrain from entering any F.W. Webb location, as well as those who have a family member in quarantine.

- We pride ourselves on providing excellent customer service and treating customers and business partners as family. However, to observe the social distancing practices recommended by the CDC, we are asking employees to refrain from shaking hands.

- F.W. Webb business parties, seminars, conventions, trainings, gatherings, etc. have all been suspended.

- F.W. Webb employees are prohibited from international and domestic business travel.

- Across our locations, we are following CDC guidelines and our Human Resources department is making sure that adequate safety precautions are being taken in the workplace.

We recognize COVID-19 (coronavirus) as a serious health issue. Our management team is prepared and monitoring all situations that could impact our business on a daily basis. As you know, the impact of coronavirus is likely to change over time, and we will update you about our response efforts as circumstances develop.

Stay well,

Jeff Pope             Bob Mucciarone
Owner and President  Chief Operating Officer