



March 23, 2020 Update

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 our senior leaders are working closely with teams from around the company to stay up-to-date with instruction from federal, state and local officials.

**As an essential business, our trade stores and wholesale operations across the Northeast remain open, including in states mandating shutdowns.** Our retail showrooms in states with mandates are temporarily closed until further notice.

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. F.W. Webb business parties, seminars, conventions, trainings, gatherings, etc. have also been suspended.
- Business partners with colds, coughs or other symptoms related to COVID-19 may not enter any F.W. Webb location, as well as those who have a family member in quarantine.
- To observe the social distancing practices recommended by the CDC, we are asking employees to refrain from shaking hands.
- F.W. Webb employees are prohibited from international and domestic business travel.
- Across our locations, we are following CDC guidelines and making sure that 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

Owner and President

Bob Mucciarone

Chief Operating Officer