



F.W. WEBB COMPANY

Serving the Northeast since 1866.

December 8, 2020 Update

To our valued vendors,

In response to the increase in COVID-19 cases across the US, we have updated the safety precautions we are taking across our F.W. Webb footprint. **As an essential business, our trade stores and wholesale operations across the Northeast remain open.** Below is an update on our operations and an overview of the steps we are taking to keep everyone safe.

We are committed to acting in a responsible manner, while ensuring that you get the service you need. Your health and safety and that of our employees will always be a top priority.

- Across our locations, we are following CDC/state guidelines and making sure that safety precautions are being taken in the workplace. This includes maintaining a distance of 6 feet and requiring the use of face masks. Safety protocols are posted at each of our sites.
- Our Sales Representatives are available for virtual meetings, and by phone and email as always. For essential business matters, they are available for in-person visits following strict safety protocols.
- Our office area and warehouses are closed to customer and vendor visits.
- F.W. Webb business parties, seminars, conventions, trainings, gatherings, etc. have all been suspended.
- 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 taking international and domestic flights for business reasons.
- Our Frank Webb Home showrooms continue to be open to personal visits with strict safety protocols in place. We advise scheduling an appointment ahead of time or meeting with a showroom consultant via Zoom. You can find more information and showroom contact details at frankwebb.com.

We recognize COVID-19 as a serious health issue. Our management team is prepared and monitoring all situations that could impact our business on a daily basis. We will continue to update you about our response efforts as circumstances develop.

Stay well,

Jeff Pope

Owner and President

Bob Mucciarone

Chief Operating Officer

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