



March 18, 2020

Dear Valued Customer,

March 11, 2020 the World Health Organization declared the Coronavirus outbreak a pandemic, and March 16 Pennsylvania Governor Tom Wolfe strongly urged “Non-Essential” businesses to temporarily close. As suppliers of construction and home improvement products, we, along with our suppliers and customers, are considered an “Essential” sector as defined by the state of Pennsylvania. The press release accompanying the Governor’s announcement can be found at this link:

<https://www.governor.pa.gov/newsroom/wolf-administration-updates-businesses-on-guidance-for-covid-19-mitigation-efforts/>

We have been in regular communication with our suppliers, who inform us that their supply chains remain intact. We have increased our raw materials inventory in anticipation of sporadic transportation delays as the delivery of medical supplies scales up and takes precedence. Under these unprecedented circumstances, Slocomb Windows continues to produce and deliver product.

Slocomb Windows is following government and CDC recommended practices including increased facility sanitizing and hand washing, social distancing, restricted travel, limiting the gathering of employees, and following recommended procedures for employees who are ill or who have tested positive for the virus. We are now staggering our office staff, including Customer Service Reps, between time on-site and work-from-home. Your CSR will provide their cell phone# for days when they are off site, and we encourage you to use email for communication whenever practical. We are not accepting visits from our supplier’s sales staffs, and our sales reps are working from home.

Our priorities are to protect our employees during this outbreak, and minimize the operational impact on our customers, understanding that the situation is changing day by day. Slocomb Windows will continue to follow any State or Federal Government mandates which are in effect now, or which may be imposed in the coming weeks.

Please contact your sales representative if you have any questions

Carl Slocomb

President