



To Our Valued Customers:

It is Vision Cabinet Source highest priority to protect the health and safety of our associates, customers and the general public. Rest assured, that we are approaching and adapting to the ongoing situation with regards to the COVID-19 pandemic through continuous monitoring and safe practices at all levels of our company.

Vision Cabinet Source has a pandemic plan in place that includes contingency plans for possible work disruption issues. This plan is updated almost daily and is being shared with all levels of leadership.

PREVENTATIVE STEPS VISION CABINET SOURCE IS TAKING AS A COMPANY

- Our attendance policy has been adjusted to not allow associates who have viral symptoms at work
- When possible, office-based associates are able to telecommute
- Associates are actively utilizing "social distancing" practices in our facilities and encouraged to practice the same techniques in their personal lives
- Good health hygiene, as promoted by the CDC, is being stressed daily by leadership
- Facilities are being cleaned and sanitized on a frequent basis
- Company gatherings and meetings have been suspended until further notice
- Sanitizers and wipes are being provided for office personnel and salesmen
- All in person pick-up customers must stay in vehicle
- We will load your vehicle and complete your transaction through your driver's window.
- Adhering to guidance stemming from national emergency declaration

- We are reviewing and implementing CDC and WHO guidance daily

SALES-RELATED PREVENTATIVE ACTIONS

- International business trips by associates are suspended until further notice
- When possible, sales associates are mostly engaging in sales calls and customer meetings via phone and teleconference.
- When sales calls are made in-person we will adhere to the six foot rule and will abide to any restrictions you have in your facility.

IN THE EVENT AN VISION CABINET SOURCE ASSOCIATE TESTS POSITIVE

- If an Vision Cabinet Source associate tests positive for COVID-19 and has come into contact with any customers within 14 days of testing positive (before/after testing), Vision Cabinet Source will immediately notify the customers

IN TERMS OF POTENTIAL IMPACT ON SERVICE

From an operational standpoint, the basic fear in any pandemic scenario is that a significant number of employees could be unable to attend work due to illness, thus hampering a company's ability to perform services. With this in mind, Vision Cabinet Source continues to monitor the status of COVID-19, as we monitor every potential pandemic, in accordance with our personnel and disaster preparedness policies.

- Vision Cabinet Source is maintaining shipping services except where limited by government restrictions
- Any changes to operations will be communicated to impacted customers and updated on our website

VISION CABINET SOURCE IS CONTINUOUSLY MONITORING & ADAPTING

Vision Cabinet Source continues to monitor this situation and hopes to have more definitive information as the situation develops. For additional information, the CDC has set up a website (Coronavirus Disease 2019, available

at: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>) to provide information as it becomes available.

We value our Customers, our Associates, and our Future. We are communicating precautions and awareness to our internal associates and will continue to communicate with you as the situation develops.