



Over the past several weeks, we have been monitoring the evolving situation around the outbreak of a respiratory disease caused by the coronavirus. The well-being of our people and those we serve daily is our number one priority.

We would like to update you on the precautionary measures we have in place to maintain a healthy workplace within each of our locations to prevent the spread of any illness. We have made implementing best practices on how to avoid being exposed from the Centers for Disease Control and Prevention (CDC) **mandatory** for our employees. These include:

- Avoid touching your eyes, nose or mouth with unwashed hands
- Avoid contact with those who are sick and stay home when you are sick
- Wash your hands often with soap and water
- Use hand sanitizer if soap and water are not available
- Stop handshaking (we'll give you a friendly wave)
- Clean and disinfect frequently touched objects and surface (i.e. phones, door handles, and counters)
- Not offering food and beverages in stores

Additional mandatory processes and precautionary measures include:

- Employees who are able to work from home are doing so
- **Masks are to be worn by employees when social distancing is not possible**
- Installed sanitation stations at each store entrance - please sanitize your hands upon entering the store
- Using plexiglass counter shields to help keep us all safe
- Bringing items to the counter for you
- Offering curbside service and free delivery
- Utilizing Zoom technology instead of in-person meetings and events
- Making alternative arrangements for in-person training courses
- Maintaining physical distancing, and using ropes, tape, etc. to define limits

We've also sent you information and resources on the FFCRA, the CARES Act and SBA Loans. These, along with several other resources, are available on our [Coronavirus Resource Page](#) on our website.

Additionally, we have proactively taken measures to ensure we have the supply of product you need in the event there are any production interruptions from our suppliers.

If you see or hear about any of our mandatory precautions not being followed, please contact one of our regional operations managers:

West Region: Karen Lehr; Karen.Lehr@galarson.com; 303-892-1550 Ext. 34232

Central Region: Jason Tebon; Jason.Tebon@galarson.com; 920-499-0866 Ext. 60203

East Region; Todd Giammo; Todd.Giammo@galarson.com; 262-289-5473

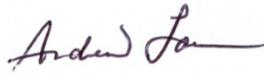
We will also continue to communicate with our customers as this situation develops, and we strive to help your business in any way we can during this time, as always.

We appreciate your help in working together to keep all our customers and employees safe, healthy and productive.

Sincerely,



Scott Larson
President & COO
Gustave A. Larson



Andrew Larson
Chairman & CEO,
Gustave A. Larson