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*March 16, 2020*

*Re: COVID-19*

*Dear Valued Clients,*

*Our company is committed to the health and safety of our clients and workforce. As such, we are closely monitoring the ongoing COVID-19 coronavirus outbreak which has now been identified in both Louisville and Southern Indiana. We are taking every precaution to protect our clients and employees according to the guidelines and recommendations of the Center for Disease Control and Prevention. We want to share our actions in response to this immediate concern.*

*We are reinforcing our existing policy that any employees exhibiting flu-like symptoms stay at home and consult with a medical professional. We have advised our employees to follow the public health authorities' guidance regarding personal travel. We are reinforcing the importance of good personal hygiene. Employees are directed to scrub and sanitize their hands frequently and avoid hand to face contact. We have provided and are also recommending the use of latex gloves and foot covering, and to avoid handshaking or any other personal contact until further notice.*

*We completely understand if you are concerned with a service technician entering your home. Please contact us to re-schedule your preventative maintenance. We do however recommend the use of UV lighting to destroy potential pathogens in your home environment.*

*We have advised employees on new construction job sites to avoid personal contact, and keep working distances to six feet or greater, and avoid close contact for more than a few minutes. There is presently very little risk in these locations as the virus doesn't survive long in dry environments with no hosts.*

*This is an active and ongoing situation. We are initiating preventative measures to do our part in stopping the spread of this virus. We will continue to closely monitor the situation and take actions necessary to help keep our employees and clients safe.*

*Regards,*

*Management and staff of All American Sheet Metal & Absolute All American.*