



From the Desk of Brad Campbell, President and CEO, Campbell Window Film

We appreciate the trust and confidence placed in us to deliver quality services to our commercial and residential customers. Given the current environment, it is especially important for us to take extra steps to promote the health and safety within our organization and in the community. This is why I want to personally update you on the steps we have taken, and continue to take, to mitigate the risk of exposure to Coronavirus (COVID-19).

Our company has stringent infection control policies and procedures in place, and we are reinforcing them with all staff and visitors, with a focus on prevention:

- We are reminding all employees and associates to clean or sanitize their hands frequently, keep surfaces clean, and exercise cough/sneeze etiquette.
- Employees with any symptoms, even very mild cold-like symptoms, are instructed to stay home until they are symptom-free.
- We are following guidance from the Centers for Disease Control and Prevention (CDC), as well as local state agencies and health authorities.
- We are working closely with our vendors and suppliers to make sure they follow safety guidelines when interacting with our team members.

As this is a rapidly evolving situation, we have identified additional measures to enhance the health and safety of our employees and customers. Employees have been advised that we are temporarily placing limitations on activities to further minimize the chance of exposure. With our primary focus on preventing the virus from affecting our operations, we are:

- Enabling work from home capabilities.
- Deploying a company-wide strategy to coordinate delivery of services and support to our clients in the coming weeks and months.
- Limiting all non-essential business travel.

We will continue to monitor this fluid situation and will shift workloads, as necessary, to ensure our services remain operable. We will continue to use every effort to deliver uninterrupted essential services to all our clients.

Sincerely,

Brad Campbell