

March 18, 2020

To Derby Building Products Customers and Vendors,

We wanted to let you know what Derby is doing to protect our employees and our partners during this challenging time. The health and well-being of our employees is paramount. Recognizing that no one has all the answers, combined with how quickly the situation is evolving, we established a Derby COVID-19 Task Force to actively monitor the updates from the Federal, State, and Provincial levels of the United States and Canada.

As of today, we believe it is in the best interests of our employees, customers, and vendors to remain open and operational. In recent days, our task force has established the following changes to how we are doing things:

- *Suspended non-essential travel for all employees*
- *Initiated a work from home policy*
- *Limited gatherings to 10 or less people*
- *Increased cleaning of “high-touch” surfaces in our facilities*
- *Increased supply of hand sanitizers in our facilities*
- *Suspended visits to our facilities by external or remote personnel unless essential and pre-authorized*
- *Contacted all major suppliers to keep updated on continuous supply*
- *Produced a select buffer of inventory*
- *Contacted all customers to better understand their demand*

Our plants and offices in Quebec City and Miami, Florida, are operating within normal business hours and all departments are working to meet the needs of our partners.

Rest assured, we are working diligently to keep our employees, customers, and vendors safe and informed. We appreciate your business and partnership and working with us through this pandemic. Times like this galvanize partnerships. We know, thanks to our great customers and vendors, that together we will get through this.

Stay safe and healthy,



Ralph Bruno, President and CEO