



**Re: Coronavirus Update**  
March 17, 2020

Valued Supply Partner,

MI Windows and Doors is closely monitoring the evolving Coronavirus (COVID-19) situation and the impact it has on our business – but more importantly – your business. Your health and wellbeing, and that of our team, remains our top priority.

During these turbulent times, we are using the recommendations and precautions outlined by the Center for Disease Control and Prevention (CDC) to help us make practical business decisions. You can view the latest CDC recommendations [HERE](#).

We have also identified several best practices which seem practical and make sense for us to adopt:

- Limiting business-related air travel through the end of March
- Taking steps to reschedule non-essential customer visits and plant tours
- Limiting face-to-face meetings
- Posting information from the CDC on virus transmission prevention throughout our facilities
- Placing hand sanitizers throughout our facilities

In addition, we are actively monitoring communications from the CDC, the World Health Organization, and the Department of Public Health to ensure we're meeting or exceeding the latest recommendations outlined by these health and safety experts.

During these times I encourage all of us to be heads up to the risks associated with COVID-19 and at the same time remain optimistic that we will in fact prevail. We will communicate with you as additional information becomes available and business decisions are made. Be smart, stay safe, and remain confident!

With Respect,

A handwritten signature in black ink, appearing to read 'Matt DeSoto'.

CEO

