



Dear valued customer,

We would like to thank you for your continued business during this uncertain time amid the COVID-19 outbreak and all the newly adapted living habits we've had to adjust to so quickly.

Effective March 18th, 2020, Moule's California Glass, Inc. in Redding will continue its day to day operations while continuing to service our customers until we are told not to do so. However, we will be implementing measures to protect both our employees, their families and you, our clients. We will be taking additional measures as recommended by our local government & health officials to ensure we do our part to reduce the risk of spread.

In order to continue performing services, we will be using "social distancing" as recommended by the CDC to help with limiting potential exposure. We ask that you inform us immediately if someone is ill in your home or place of business, so our installers can take any additional needed protective measures. At this time, we will not be entering homes or businesses where cold & flu viruses have or may



be present until an appropriate amount of time has surpassed. Emergency calls will be handled case by case at the discretion of management. Payments can be taken over the phone via credit card or by check. We ask that cash payments cease at this time.

We realize this may cause an inconvenience and are working diligently to provide optimal service while operating under these conditions. As we receive new information, we will be adjusting our practices accordingly. Thank you for your understanding.

From our family to yours,

Michelle Ewald, CFO

Moule's California Glass, Inc.

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