

WEST COAST

I N S U L A T E D
GLASS PRODUCTS

March 23, 2020

WCP, Inc. dba West Coast Insulated Glass Products COVID-19 Statement

New reports have seen the rapid growth of COVID-19 around the world. In the US, individual states and municipalities are handling the situation differently.

WCP, Inc. operates in Cerritos, Los Angeles County CA. We are monitoring the government actions in the County closely. To date, the most restrictive requirements have come out of California issuing a "Shelter in Place" Order for all non-essential businesses. The state of California has designated the Residential Housing Construction Industry as an essential part of the infrastructure, thus businesses engaged in this industry are exempt from shutting down.

At this time WCP, Inc. will continue operations. We are in close contact with all of our major suppliers, and most of them plan to continue operations as well.

Our number one concern remains safeguarding the health and well-being of our employees. We are taking the following measures to limit the spread of COVID-19:

- ✓ No visitors or outside salespeople allow in our facility.
- ✓ Asking any employee that shows flu-like symptoms to seek medical attention right away, and not allowing them to return to work until they have medical clearance.
- ✓ Full time employees tasked with constant disinfecting of the facilities with emphasis on high-touch areas. All employees are to wear masks and gloves in addition to normally required PPE.
- ✓ Adopted CDC guidelines for social distancing on the production floor as well as in the offices.
- ✓ Allowing when possible, employees to work from home.

We realize this situation is ever changing and we will continue to monitor it closely and keep you informed if we need to make any further changes or adjustments to our facility or how we conduct business.

Thank you for your business, support, and understanding during this crisis.

Best Regards,

Charles "Rusty" Neubauer

President WCP, Inc.