



March 18, 2020

Kamco Supply of New England of New England Employees, Customers, & Vendors

Given the fluid nature of the Coronavirus (COVID-19), Kamco Supply of New England of New England is proactively taking steps to keep our team, customers and vendors safe, limit the spread of the virus, and continue to provide exceptional service for your building and construction supply needs.

Kamco Supply of New England is following the guidelines set forth by the Centers for Disease Control and Prevention at all nine locations. The focus is on the health, safety and well-being of our customers, employees, vendor partners, and other key stakeholders. With this in mind, we have proactively taken these steps:

- Routine cleaning and sanitation measures, including wiping down of surfaces with recommended cleaning products throughout the day at all locations
- Established protocols and displayed signage at all locations in order to reduce unnecessary person-to-person contact
- Curtailed all but the most essential business travel
- Cancelled larger group meetings and conference participation
- Enabled any employees who can work from home to do so

**We advise our employees of the following:**

If you have coronavirus symptoms:

1. Please immediately go home and seek medical treatment.
2. Follow the advice of your medical professional – you may need to self-quarantine for an advised period of time, or if Coronavirus testing is available, until you receive negative test results.
3. If you are staying home because you have symptoms of the Coronavirus and test positive you may use PTO.
4. When you can perform your work duties from home, and you feel well enough to work, work with your manager to determine if you can work from home
5. **What are coronavirus symptoms?** The CDC continuously updates its website so please look for updates and contact your doctor. Symptoms include fever, cough and shortness of breath. However, if you do not feel well and you have other symptoms of illness, we ask you to be conservative and seek medical attention. <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

If you have had close contact with someone has tested positive with Coronavirus but you have no symptoms:

1. Much of the same advice applies as if you have coronavirus symptoms yourself.
2. Please immediately go home and seek medical advice/treatment.
3. Follow the advice of your medical professional – you may need to self-quarantine for an advised period of time, or if Coronavirus testing is available, until you receive negative test results.

4. If you can perform your work duties from home, please work with your manager to determine if you can work from home.
5. **What is close contact?**  
**Close contact** is currently defined by the CDC as:
  - a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case; OR
  - b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).  
<https://www.cdc.gov/coronavirus/2019-ncov/php/risk-assessment.html>

**For our customers and vendors, we ask:**

- Communicate with us via phone, email or text as much as possible in order to limit traffic in our facilities. We will prepare and stage your order for pick up or work with you on a bid or other service need remotely and according to your schedule.
- Avoid sending more than one person to our facility at a time
- Not to enter our facility if you are ill
- If you need help with a bid or other service we offer, please try to work with us on the phone, or via video conference. We want to provide you with whatever expertise and help you need, but if we can do it without a face-to-face meeting, it would be in all of our best interests.
- Service may be slower during this time, but know that we are doing all we can to continue servicing you while keeping everyone as safe as possible
- Each branch may have specific or unique situations that require additional protocols which will be implemented by that individual location. Our goal is to show that we are well-prepared to provide the products and services you need when you need them. Business continuity is a top priority, and we are fully dedicated and committed to serving all our customers. We are open for business and ready to serve your need. If you have any questions or concerns, please reach out to your primary point of contact. Thank you for your understanding and for your effort in working with us during this difficult time.

Regards,

Jay Sheehy