

Dear Valued Customer,

As the world health community closely monitors the Coronavirus (COVID-19), E.B. Bradley Co. and West Coast Laminating continue to stay abreast of developments that relate to the health and well-being of our Customers, Associates and Vendors, as we work to minimize any impact it will have on providing you with the products and services you need, when you need them.

We would like to share with you some of the precautionary steps we have taken, and future Company response measures that will help us to continue to provide a safe environment, and maintain business continuity. We will be:

- Providing our Associates with information on best practices to prevent the spread of illness
- Requiring notification if an Associate has been exposed to or contracted COVID-19
- Instructing Associates who are ill to stay home, and sending ill Associates home
- Maintaining regular cleaning of locations and encouraging Associates to frequently wipe down private and public areas
- Enabling work from home capabilities where possible
- Deploying a Company contingency strategy to deliver products from multiple locations if a facility needs to temporarily suspend operations
- Limiting business travel
- Initiating a “No Handshake” policy and encouraging social distancing

How can you help?

- When possible, call E.B. Bradley Co. and West Coast Laminating for your orders vs. personally coming to a Will Call location. Request that product be shipped
- If pick-up is necessary, call ahead for Will Call orders to minimize your wait time
- For your convenience, place on-line orders 24/7. If you are not currently an online customer, call E.B. Bradley Co. and request online access
- Know that our drivers and Sales Representatives will be limiting personal contact when calling on your organization or making deliveries. You’ll notice that they will attempt to avoid shaking hands
- You may also see that our Associates try to keep more distance as they interact per health community recommendations

We will continue to provide updates as the situation evolves.



Don Lorey  
President and CEO  
E.B. Bradley Co. & West Coast Laminating