



To: All Our Customers

From: Irr Supply Leadership Team

Date: 3/19/2020

Subject: Coronavirus Covid-19

With the current state of our country, we feel the need to communicate to our customers the actions Irr Supply will be taking during this time.

- **Irr Supply is an essential business for a community to function. During this time people will still require heat, water, electricity, and other daily needs which our customer base provides. Therefore, Irr Supply will remain open during this time and has no plans to close any locations until given direction from the government to do so.**
- **Starting March 21st all locations will be closed on Saturdays until further notice.**
- **All deliveries will be to the door. Our drivers have been instructed not to enter any buildings.**
- **All trainings/gatherings from now until April 30th have been cancelled.**
- **We are asking all our Sales Reps to remain within our locations until March 31st.**
- **All locations will have a sectioned off area for customers to enter our locations but keep the 6ft of separation.**
- **Every store has received "Cleaning Requirements for their location". We are asking our customers to wash their hands immediately after entering our locations.**
- **To keep everyone safe we are requesting "Phone Orders", or "Online Webstore orders" as the preferred order method! This service will allow us to maintain 6 ft of separation**

As we all work thru this time, we will continue to keep you updated on any changes that happen. Our goal is to try to keep everyone safe and in a healthy working environment. Thank you for your cooperation during this difficult time.