

You, Drury Design, and Covid-19 We're Here For You.

In these uncertain times and through the unique challenges that we are all facing due to COVID-19, we would like to share the steps Drury Design is taking to play our part in protecting our clients and our team. These actions are in harmony with our nation's goal to slow the spread of the virus.

The safety and health of our staff members and clients alike remain our top priority.

Following the guidelines from the Center for Disease and Control Prevention (CDC) Drury Design is committed to slowing the curve by taking the below precautions:

- **Actively using disinfecting sanitizers in our design studio and warehouse and have them accessible to clients, visitors, and staff.**
- **Wiping all surfaces with disinfectants having extra attention towards countertops, door samples, and high-touch areas.**
- **Mandating our staff to follow CDC guidelines for personal hygiene and cleanliness, including frequent hand washing and staying home when sick.**
- **Keeping our staff aware of COVID-19 symptoms and appropriate actions to take**

While at your home in meetings or during installation, we will also be following similar guidelines. And, if needed, we can set up virtual meetings to keep a very safe distance.

All Drury Design subcontractors and their staff have been alerted to stay home if they are ill or have a fever. Constant hand washing among our subcontractors has been mandated.

The installation work area is cordoned off as best we can with plastic barriers– to help protect your living area from dust and contact with our workers. Putting up plastic barriers is an ordinary course of action for us. And, if feasible, we will use an unused door to access the work area, like a back patio door, or an entrance from the garage as examples.

Your help to keep these barriers intact and in place will be helpful. Ideally, however, it would be best to stay out of the work area to increase your safety and keep the area completely sealed off from your living areas.



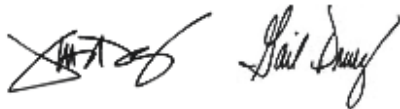
All existing air supplies and vents that go into the work area will be closed off, so air does not circulate through the house.

As of today, our showroom facilities are working at normal capacity, as is our dedicated professional staff of Designers and support people. Your projects are moving forward on time, and we have not experienced any disruptions in receiving goods from our suppliers.

We sincerely hope that you and your loved ones remain safe and healthy and that the current situation improves and returns to normal soon. We continue to be open and available for any questions that you may have.

Given the unpredictable situation, we will continue to monitor the evolution of the coronavirus outbreak on a daily basis to try to anticipate potential restraints that may affect our business activity in the future. In the interim, from all of us and our families - we appreciate your support.

Sincerely,

Handwritten signatures of Jim and Gail Drury in black ink.

Jim & Gail Drury
Drury Design

