



**Guenther Supply Inc.**

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Quality Piping Supplies Since 1956

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April 17, 2020

**To: The Valued Customers of Guenther Supply Inc.**

We hope that you and your families are well and we want to give you an update on our policies as we move through the COVID-19 pandemic!

**1- We Are Open for Business**

At this point, we consider our company to be an “**essential business**”, as defined in the US DHS/CISA document “GUIDANCE ON THE ESSENTIAL CRITICAL INFRASTRUCTURE WORKFORCE”, dated March 19, 2020. We supply materials to key industries that need to keep running, including food, utility, agriculture, water and wastewater and the general infrastructure, to name a few.

Based on this information, **we will remain open** during the “Safer at Home” period

**2- Our Key Supply-Chain Partners Are Open for Business**

We are working with our key suppliers to monitor any potential supply disruption, material shortages, or other factors that may impact our ability to meet your needs. Many of our vendors have already communicated with us as to their status as an “essential business”- to date, they are all open for business! At this time, we believe that any disruption or shortages will be minimal, but the risk could vary by supplier.

**3- What We Are Doing at Guenther Supply**

In addition to the above, we are actively monitoring guidance and data from both the State of Wisconsin Department of Health Services and the Centers for Disease Control and Prevention (CDC). As one of our top priorities is to provide a safe environment for all employees and customers while maintaining normal business operations, we are taking appropriate actions and precautions regarding sanitization, travel restrictions and advisories, limiting access to our facilities, and actively encouraging any sick employees to stay at home.

**UPDATE FOR APRIL: We are currently doing daily temperature testing of all our employees when they enter our facility. Hand-washing is required upon arrival. All of our employees, including our delivery drivers, have been issued masks and hand sanitizer. During this time of social-distancing, we will not require a packing slip signature. Employees are the only people allowed into our buildings. We offer dockside pickups for pre-ordered will-calls. We are quarantining all inbound freight, and taking extra care with inbound package shipments. We kindly request that you delay your item returns until the C-19 restrictions have passed (exceptions are defectives and shipping errors).**

The health and welfare of our employees and customers are of top concern. Guenther Supply is committed to taking the steps necessary to provide a safe work environment and to minimize any disruption of service to our valued customers. Our approach will be monitored and updated as new information becomes available. In the meantime, please contact us should you have further questions or concerns, and we wish for you and your families to stay safe.