



May 11, 2020

BRANCH OPERATING RULES IN RESPONSE TO COVID-19

To All Employees:

As cases of COVID-19 appear to be plateauing or even declining in many parts of the country, states are relaxing stay at home rules and allowing business to reopen under specific conditions designed to mitigate risk as much as possible. In order to ensure the health and safety of our employees and customers, Benoist Brothers is adopting until further notice the following Branch Operating Rules in compliance with state and county regulations and as recommended by the CDC.

Please be advised that until an approved treatment or preventative vaccine is released, the coronavirus remains a significant threat to public health, in particular to those over 65 years old or with certain underlying medical conditions. We must all do our part to protect not only ourselves, but also those around us who may be particularly vulnerable.

These are the rules we will follow in our branches:

- 6' social distancing will be strictly enforced (use floor markings or barriers to delineate).
- No more than 4 customers in a store at any one time.
- Masks or cloth face coverings for customers and employees are required. Customers who do not have face coverings shall be provided with them or offered curbside service.
- Counters, doorknobs and other high-touch surfaces will be wiped down frequently with disinfectant, especially after customer visits but at least twice per day.
- Stools, candy bowls, popcorn etc. will be removed from showrooms.
- Frequent handwashing is required of all employees. No handshakes.
- Access to kitchens, bathrooms and offices for employees only.
- Curbside pickup to be encouraged - and enforced if these rules cannot be adhered to.
- Employees who are sick or exhibiting any symptoms of COVID-19 must stay or go home.
- Customers exhibiting symptoms of COVID-19 will be asked to leave the building.
- At all times we will respect the wishes of the customer and protect those who may be at risk.

Please post this document in your branches. If you have any questions or concerns regarding your work environment and COVID-19, don't hesitate to contact me at (314) 378-0534 or peter.warren@benoist.com.

Thank you for your cooperation.

Sincerely,

Peter W. Warren
Chief Executive Officer