



March 20, 2020

Metal Shorts is currently monitoring and following all the guidance from the Local, National, and Global Health Organizations including the CDC. We are also following all updates by our Governor, Jay Inslee. We feel it is important to share with you the efforts and protocols our company is implementing to keep our customers and staff safe and healthy during these times. Metal Shorts is an essential supplier to many city, county, and state offices and will remain open unless further notification by our Governor.

- Throughout the day we are implementing rigorous cleaning of our front desk and all high traffic area. All areas are being sanitized and disinfected. Cleaning Materials such as: antibacterial wipes, Lysol, bleach, soap and water are available to all employees and customers.
- All employees are up to date on CDC guidelines to ensure they are staying healthy and safe.
- We are requiring all employees to self-report if they become sick and require quarantine.
- To be proactive, we are keeping a logbook of all deliveries and all in-person customer contact. In the event a staff member needs to be self-quarantined, we will notify all customers who might have been affected.
- After each customer contact our employees will disinfect high traffic areas.
- We will proactively review each of our vendors safety protocols - to ensure our employees and customers are kept as safe as possible.

Metal Shorts is staying in contact with our vendors and truck drivers to ensure access and delivery is available during this time. We will review alternate sourcing if it becomes necessary and we are working our hardest to keep available products in stock at our facility. We are doing everything in our power to keep our employees, customers, and community safe by keeping our facility a healthy environment. We will continue to closely monitor this challenging situation and will update and revise our safety protocols.

Debbie Kepl
President