



**Response to Covid-19  
March 23, 2020**

Windfall employee safety and customer service are always top of mind. Remaining open to fulfill orders and sample requests and continue working with customers is our intention.

Windfall has responded to the arrival of Covid-19 in the following ways:

1. All possible administrative staff are working from home and are available to customers and each other via email and phone. Any administrative work done in the office allows for one person alone in a workspace.
2. Production staff are at all times at least 6' apart.
3. The Windfall plant is disinfected with bleach solution meeting CDC recommendations two times each day.
4. Access to the building is limited. Any delivery or pick-up visitors are required to wear gloves and adhere to our social distance requirements.
5. We have investigated the need to disinfect our outgoing packages and shipments and have found that if the virus is on any item at our plant, it will not travel or stay living long enough to reach any possible receiver.

On March 23, 2020, WA Governor, Jay Inslee, issued the Stay Home, Stay Healthy order. Windfall is considered an essential business within the Food and Agriculture sector as we manufacture wood products. Daily we assess the availability of our supply chain and ability to maintain employee safety. We will stay open for business until product quality and/or employee safety is compromised.