

To: All Our Business Customers  
Subject: Sales of Building Materials Under Executive Order 2020-21 (COVID-19)

The Governor Whitmer issued executive order 2020-21 to temporarily suspend activities not necessary to sustain or protect life. This order suspended non-essential business activities effective March 24<sup>th</sup> at 12:01 a.m. through April 13<sup>th</sup>. This order requires suppliers and customers, who are also essential businesses under this act, confirm the essential nature of their involvement in the supply chain.

Preston Feather meets essential business guidelines as part of the wholesale/distribution of wood products supply chain, providing building materials for repair and reconstruction of buildings considered critical infrastructure to sustain or protect life. Preston Feather also provides cleaning, disinfectant, masks, gloves and other safety related supplies.

Prior to purchasing building materials, Preston Feather requires confirmation in writing or email that your business activities qualify meet essential business criteria related to executive order 2020-21. We also require certain safety protocols to be in place for any delivery to your job sites.

Businesses must confirm they meets essential business requirements of State of Michigan executive order 2020-21 for the purposes of purchasing materials from Preston Feather Building Centers.

A business or operation that employs critical infrastructure workers may designate suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the work of its critical infrastructure workers.

Businesses, operations, suppliers, distribution centers, and service providers must make all designations in writing to the entities they are designating, whether by electronic message, public website, or other appropriate means. Such designations may be made orally until March 31, 2020 at 11:59 pm.

Please sign and return the attached form and supporting documents to your sales person or Brent Vizina at [arec@prestonfeather.com](mailto:arec@prestonfeather.com)

We appreciate your partnership and look forward to serving you our communities during this challenging time.

Preston Feather Building Centers

**Materials Sales and Deliveries to Businesses During  
State of Michigan Executive Order 2020-21 (COVID-19)**

Please sign and return this form to your Preston Feather sales representative or Brent Vizina at arec@prestonfeather.com

Company Name: \_\_\_\_\_

Authorized Company Buyer: \_\_\_\_\_

Authorized Buyer Name: \_\_\_\_\_

Authorized Buyer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The business and identified above confirms that it meets essential business activity requirements of State of Michigan executive order 2020-21 for the purposes of purchasing materials from Preston Feather for job name: \_\_\_\_\_ .

Deliveries to construction job sites will comply with Preston Feather's protocols for COVID 19 virus exposure safety for its employees, customers and suppliers, including:

- PF will call the job site contact prior to delivery to confirm safe delivery procedures are in place.
- Customers must maintain safe social distance spacing of at least 6 feet.
- If no forklift required:
  - PF drivers will unstrap loads and return the truck cab. Customers will unload materials from the truck at a safe distance
- If forklift required
  - PF drivers will unload the material outside
- No material will be carried or moved into buildings.
  - Safe distancing practices must be maintained at all times.
- No customer employees exhibiting any illness symptoms will present at the job site during delivery.

Please refer to Executive Order 2020-21 (COVID-19)

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-522626--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522626--,00.html)