

To: PF Team Members
From: Kirk Jabara
Subject: CO-VID 19 Coronavirus Planning – Update
Date: March 10, 2020

All of us have heard or read about the coronavirus (COVID-19) disease beginning to appear in the U.S., and I imagine we'll see reported cases in Michigan soon. I'll leave detailed updates on coronavirus and testing to the CDC and State of Michigan Health experts. However, I'm going to remind everyone of basic things we can all do at Preston Feather and at home to minimize risks to our staff, their families, customers and our business operations, too.

1/ Follow your Mom's advice: wash your hands thoroughly with soap and water. In our case, we deal with the public every day and handle cash, paperwork and other materials that have also been touched by many people. My advice: wash your hands 3 times as much as you normally do; have hand sanitizer available and use it frequently; and wear gloves when handling our products and materials where possible. Hand washing is #1. There may be shortages of hand sanitizer but soap and water does the trick even better!

2/ Avoid touching your face with your hands. This is the single most important thing we can do to prevent infecting ourselves, according to the experts. The virus can be transmitted through the air, but the most common transmission is from touching our face where the virus can enter our system through our eyes, nose and mouth.

3/ Crowded events and venues are opportunities for any disease to spread, from colds to flue to a coronavirus. Be smart and aware, no matter where you are.

From a business standpoint, we always need to be prepared to back our co-workers up if there are illnesses requiring our staff to stay home. Make sure you have a back-up plan if for any reason you cannot be at work – work with your supervisor or contact Rachel Jabara, Troy Bamberg or me if you have additional questions.

While we do not expect a significant slowdown in business (yet), we are keeping a close eye on our cash flow and have reserves in place. This is important so we focus on our customers when they may need us most.

I hope we do not experience significant cases of the virus in Michigan, but we should always be prepared.

Thanks for your help.

Kirk Jabara