

Dear Valued Customer,

All of us here at Carthage Mills hope that you and your family are safe and healthy during this uncertain time due to the COVID-19 pandemic. We are writing to inform you of the special precautions and current working status of Carthage Mills as we continue to provide you with the same level of service and essential products that your business needs at this time.

1. Along with other construction related industries, Carthage Mills is considered to be a “critical infrastructure industry”. [Consistent with the President’s guidelines](#): *“If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, you have a special responsibility to maintain your normal work schedule.”*
2. Carthage Mills is taking all the government recommended precautions at this time, therefore all employees that are able to perform their duties remotely are doing so as of Monday March 23, 2020. We will maintain our normal business hours, Monday-Friday, 8am-5pm ET.
3. You may call us as you normally do with any questions, and we will ensure you get to speak with the appropriate person within our company.
4. All employees that are working in offices and/or in warehouses throughout the country, are taking special precautions to regularly sanitize the facility and are not working in close quarters with other employees.
5. At this time we do not anticipate any disruption to our production facilities or delivery services.

We want you to know that we are here for you and your business during this uncertain time, and are ready to help you any way that we can.

Please don't hesitate to reach out to us anytime.

Thank you,

Carthage Mills

Office: [800-543-4430](tel:800-543-4430)

Website: carthagemills.com