



REDMAN VAN & STORAGE CO.

To All Employees of Redman Van & Storage:

As everyone is aware, conditions in our world have changed rapidly over the last several weeks. We are all on alert to be aware of and careful in our associations one with another and in our various environments. We are all experiencing situations most of us have not encountered in our lifetimes. Because of this, and the variance in information being broadcast daily, we are all doing our best to interpret and implement processes for our safety and that of our customers, given this ever evolving situation.

As relating to Redman and its employees, we are taking steps to protect our working environment, whether we are in our facility, trucks or in customer buildings and residences.

These include:

1. Social distancing in the workplace, which includes keeping ourselves apart at a minimum of six feet. Our offices and cubicles have walls and ample space between them to adhere to this State mandate.
2. This same distancing is to occur with our customers and crew members to the best of our abilities. Handshaking and other normal such social touching is to be avoided.
3. We are asking our customers about health concerns as we are legally able to do so and are working with Final Mile 3rd party firms to allow us to either deliver more of their products to customer garages, covered porches and threshold locations. For those needing inside, white glove services, we are working to postpone such deliveries whenever possible.
4. For household estimating and moving, we are performing mostly phone and/or virtual surveys. For those doing actual moving, we are questioning customers about any known issues which would cause us to be in danger to ourselves or to them.
5. Redman is providing protective gloves and hand sanitizer for personal safety with our crew members and those in the office.
6. If any employee is exhibiting the signs for Corona Virus (a high fever, cough or shortness of breath), they are to seek immediate professional medical help. If tested, such employees should follow the exact directions of their doctors relative to self-quarantining and getting further medical help. Such employees cannot return to work until cleared by medical professionals.
7. Redman is attempting to provide further separation at the work place by the keeping closed the front entry doors and directions to enter the building in the driver area. The office areas are kept locked both during and after work hours. Where possible, we will transfer paperwork between office and service personnel via sliding glass windows.





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8. Starting 4/01, Redman will be coordinating a system of shift work, thus distancing ourselves even further between each other. More cross-account coverage is being implemented. As we we all realize that our business is largely hands-on, and thus attendance at the office is needed, those who are in the building will take turns covering for one another ' s tasks.

9. Please be aware of your personal health and that of those around you. If you have questions or concerns about things you observing, please bring that to the attention of your manager or one of the owners, Including Boyd, Brandt and myself.

We want each of you to know how much we appreciate what you are doing for the company. Each of you plays a vital role in the ultimate success of Redman Van & Storage, and the ability to continue to provide for yourselves and families. We are pleased to be considered a vital business concern for the public, as we haul valuable medical and other equipment relative to hospitals, household goods and even food/water and life-sustaining products all over the US. We hope to continue to do so, safely and effectively. Having healthy employees is vital to our survival.

We will continue to keep you appraised as conditions evolve.

Sincerely,

Mike


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