

IDEAL WINDOW MFG. 100 west 7th street • bayonne, nj 07002 p: 201.437.4300 / 800.631.3400 f: 800.758.7528

www.idealwindow.com

A Message to our Customers about the Coronavirus COVID-19

At the present time, Ideal Window will remain open for business as usual. We are doing everything we can to ensure everyone's safety & provide maximum flexibility as the situation around the coronavirus (COVID-19) continues to evolve. We want to assure you that we are monitoring the situation closely and have several initiatives in place. We have taken various precautionary measures and continue to focus on keeping employees and customers safe.

Ideal Window is closely following guidance from public health officials and government agencies, including the Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO), so we can make assessments and provide information and guidance as the situation develops.

Employee self-care is important to us. We continue to focus on encouraging washing your hands regularly, staying home when you are sick to prevent the spread of germs to others, and using hand sanitizers when necessary. We have encouraged social distancing within the office and factory. In common areas of the office, we have asked employees to keep within six feet apart, stay within your office to eat lunch, and all face to face meetings have been changed to virtual.

Our entire outside sales staff and service technicians will be working remotely; all will stay connected to each other and to you and are available to answer your questions via email and phone.

In addition to our regular cleaning procedure, there has been an increased focus on cleaning and sanitizing the more commonly touched hard surfaces, including entrances, bathrooms, equipment, and phones.

As the COVID-19 situation evolves, our plans may too; until then, we continue to provide you with quality products and customer service.

Thank you for your loyalty, Ideal Window Management