

To Our Customers,

As the Coronavirus (COVID-19) situation continues to evolve, Office Interiors is monitoring the situation daily with a primary focus on the safety of our employees, customers, vendors, and partners. We are fully operational, as are our key partners, and we do not anticipate any major interruptions to our supply chain at this time.

Transparency and communication are cornerstones of our business practices. The following are key elements of our plan to adapt to the pandemic, maintain as much of a business as usual approach as possible, and protect our employees, customers, and colleagues.

Products & Services

- We plan to continue providing the excellent products and services you've come to expect from us. We are regularly meeting with our key partners to discuss factors that could impact supply chains, manufacturing, shipping, and installation to plan for and respond to rapidly changing conditions. We will communicate any updates to our customers as quickly as possible.

Staffing

- Remote-working protocols and customer service coverage plans have been defined and are in place for many Office Interiors employees to help minimize the impact to our customers.

Meetings/Customer & Showroom Visits

- We are asking that our employees continue to follow the Health Canada guidelines and begin to leverage technology and video conferencing for meetings where possible. If a face-to-face meeting is imperative, we are asking that these are conducted efficiently and that all are mindful of social distancing (6 feet apart).

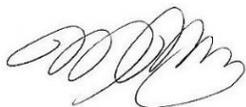
Travel

- All non-essential travel has been cancelled for the foreseeable future.
- Essential travel will be limited to customer-specific needs and project initiatives that cannot be addressed by a format other than face-to-face.

We are all in this together. Our collective commitment to health, to each other, to you, our valued customers, and our business partners will help us navigate this unprecedented time.

Stay safe, wash your hands, and be well.

Sincerely,



Jim Mills
President & CEO
Office Interiors