

March 18, 2020

Dear Friends of WFCo -

In an effort to maintain the health and well-being of our staff and also to better organize our operations during the increasingly disruptive measures being taken by our Country/Government to control the COVID-19 outbreak, William Frick and Company has made the following changes that will remain in effect until further notice.

1. **Splitting the Operations, Finance and Customer Service Departments into two shifts.** Halving the in-office office staff by roles will allow us to manage the workload while limiting the number of people working at the same time. We thought this would reduce the potential for exposure and/or the number of people unable to work if exposed to the virus.
  - o Early Shift: 6:00am – 1:45pm (CST)
  - o Late Shift: 2:15pm – 10:00pm (CST)
2. **All sales, marketing and engineering staff are working from their respective homes.** They are each accessible via their e-mail and mobile phones. They can also arrange GoToMeetings as needed.
3. **Paid Screening Day:** WFCO will allow employees to make a visit with full pay to their doctor or screening center to check for the virus. This may cause unexpected staff absences, but we'd rather err on the side of caution for the health and well-being of our colleagues.
4. **Work from Home Option:** Any WFCo employee with proper connectivity tools and a job that allows work to be completed remotely will be allowed to work from home.

We are aware that the above changes will affect the usual response times and access to our people. With practice, the 'work handoff' between shifts will become more fluid. We also will use GoToMeeting and conduct regular department and cross-functional virtual meetings to ensure important business is properly handled. The above notwithstanding, please reach out directly to one of the following managers if needed:

President	Jeffrey Brandt ( <a href="mailto:jeff.brandt@fricknet.com">jeff.brandt@fricknet.com</a> )
Vice President (Sales)	Evie Bennett ( <a href="mailto:evie.bennett@fricknet.com">evie.bennett@fricknet.com</a> )
Operations Manager	Mike Brennan ( <a href="mailto:mike.brennan@fricknet.com">mike.brennan@fricknet.com</a> )
Director of Finance	Sandy Zerwas ( <a href="mailto:sandy.zerwas@fricknet.com">sandy.zerwas@fricknet.com</a> )
Customer Service Manager	Kristin Doherty ( <a href="mailto:Kristin.doherty@fricknet.com">Kristin.doherty@fricknet.com</a> )
Production/Procurement Manager	Chris Hiles ( <a href="mailto:jc.hiles@fricknet.com">jc.hiles@fricknet.com</a> )
Human Resource Director	Jim Heidner ( <a href="mailto:jim.heidner@fricknet.com">jim.heidner@fricknet.com</a> )

Thank you for your understanding and support during this unpredictable and unprecedented (in

my time, anyhow) string of events. With a lot of planning, a little luck, the hard work and high spirits of our wonderful team and by the Grace of G-d we will come through this no worse for wear and ready to resume our work.

Kind Regards,

Jeffrey Brandt  
President

Evie Bennett  
Vice President