

Dear Valued Client,

At Partners 4, Design your health and well-being are our most important priorities. As concerns around the COVID-19 continue to grow and its impact deepens for individuals, communities and businesses in the US and around the world, we are shifting our business practices in order to move through these uncharted waters together as a team.

With this in mind, we want to update you on some of the safety protocols we are taking as a company to protect our workforce and to still provide services to you. We are grateful that we already have technology and systems in place to work remotely with our team and clients. Our team and our vendors are still hard at work – we're just doing things a little bit differently.

New and Existing Design clients:

- We can work remotely or in-person (we may adjust per MN Governor orders)
- Remotely our team is available via email, text, phone and facetime.
- We can set up virtual design meetings
- Our showroom is open, please call ahead 612-927-4444 so we can make sure we are available. note we will observe CDC guidelines/social distancing

Construction clients:

- Calling ahead to confirm that you and others in your home are well and you are ok having workers in your home
- Requiring contractors who are sick to stay home
- Frequently washing our hands and using hand sanitizer
- Maintaining recommended distances from others
- Avoiding handshakes – even though we're glad to see you!

If you or a close contact have been diagnosed with the coronavirus or are currently quarantined, it's important to let us know before an in-person meeting.

We appreciate the opportunity to serve you. Throughout this period, if you have any questions about our services or any other matter, please don't hesitate to contact us.

Thank you for being a valued client!

Sincerely, The Partners 4, Design team

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