



Monday, March 16, 2020

City Paper Family,

We are obviously all aware of the situation we find ourselves in with the Coronavirus. Throughout our 123-year company history, we have moved through great challenges and have always emerged stronger. Our operations will continue to move forward as normal. First and foremost, the health and wellness of our employees is of the highest priority. We will continue to follow the guidance of the city of Birmingham, our local counties and community and should we have any type of mandated quarantine, we will adhere to those demands at that time.

Please know that we will be operating at 100% capacity outside the office, as well as our warehouse distribution and continuing to serve them in the manner they expect.

Should you or anyone in your household feel ill, please notify your direct manager and plan to stay home until symptoms have fully resolved. Do what you can to work from home where possible. We will evaluate each situation on a case by case basis. Please know that your well-being and the wellness of our employees is important to us.

To our customers, we are going to make every effort to maintain normal capacity and prevent as little disruption to our workflow as possible. We will continue to communicate by the minute as things evolve.

Our office management company has met with our janitorial and other vendors and have instructed them to monitor and adhere to the CDC's recommended practices as well. They are dedicated to providing the best possible service to you, while at the same time maintaining a healthy and secure workplace for us and our staff.

Times of uncertainty are going to happen. It is how we respond that makes all of the difference. Please accept my thoughts and prayers to you and your families for only good health.

Sincerely,

Brad Friedman

Brad Friedman
CEO/President

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