



COVID-19

We are doing our best to minimize disruptions brought to all of us by COVID-19. We are committed to providing you with the materials, supplies and service that you have come to expect from us.

Effective, Tuesday, March 24th the following policies will be in place:

- Physical Distancing – No handshakes, fist bumps, etc... We need to maintain the 6 foot distance from each other. We will still be able to assist in loading/unloading of materials in the yard and we will continue to make deliveries.
- Our showroom and store will be closed to the public, employees only. CALL 804-758-5347
- Our store hours will be 7:00 – 3:30
- Please call, text or email your order to us (see contacts). Orders will be placed in the warehouse for you to pick-up.
- Limited or no cash exchange. Sale on account or by credit card phone sales will be the preferred payment methods.
- Our salesmen are still working with you on plan take-offs, special orders, copying and scanning services. They will be limited on visits until the COVID-19 pandemic has resolved.
- We will be cleaning touched surfaces regularly throughout the day, washing our hands and maintaining social distancing.
- Any employee who feels ill will stay home and seek appropriate medical attention. Also, any employee who is directly affected by or has a family member/dependent who is affected by COVID-19 should feel confident that their job is secure when they are able to return to work.
- Some employees or their family members are at a high risk of developing severe complication from COVID-19. All precautions must be taken seriously to protect the at-risk members in our community.

Thank you for understanding these changes during this difficult time and we will continue to communicate any additional changes as they arise.

Sincerely,

Chuck Colston, General Manager

Massey Urbanna Builders Supply & Urbanna Insulation Contacts:

Main Store Phone – 804-758-5347

Sales Team Contact Information			
Front Counter	804-758-5347	Tom Hamilton	804-758-5347
		thamilton@va.metrocast.net	
Jerry Duke	804-832-+9363	Samantha Schneider	804-815-3717
Jduke@va.metrocast.net		sschneider@va.metrocast.net	
Vince Harris	804-815-2611	Nicole Germain	804-832-2526
		ngermain@va.metrocast.net	
Lynn Eanes	804-436-4488	Keith Clark	804-436-4229
leanes@va.metrocast.net		kmclark@atlanticbbn.net	

For Warehouse and Delivery Information, contact Brian Morris 804-832-0865

For Accounts Payable and Accounts Receivable, call 804-758-5347 and ask for Denise or Laurie Ann

Chuck Colston –General Manager - 804-758-5347 or cwc@masseybuilders.com