

To our valued employees:

The health and safety of our employees and our customers has always been our top priority. In the current environment, it's important for all of us to monitor the rapidly-evolving situation involving the Coronavirus or COVID-19, so we thought it would be helpful to provide an update on how we are handling the situation at the Store.

Therefore, out of an abundance of caution, we would like to take the following steps to address COVID-19.

We ask any employee not feeling well to stay at home and consult with their doctor and with us. Employees are still required to follow established call-off procedures.

If any employee has recently come in contact with someone known or suspected to have the virus, please notify the Company so suitable time-off arrangements can be made (i.e. the use of personal days or vacation time).

We ask that employees adopt a "no hand-shake policy", and when possible, employees should maintain a reasonable distance from other employees and customers.

At the Store, cleaning supplies are available to employees so they may wipe down their work areas and trucks routinely and/or as often as necessary.

Everyday preventative actions are more important than ever to help prevent the spread of respiratory diseases, including but not limited to:

- Washing your hands often with soap and water for at least 20 seconds, especially after using a restroom, before eating, and after blowing your nose, coughing, or sneezing.
- Avoiding close contact with people who are sick.
- Staying at home when you are sick. (Again, Employees are still required to follow established call-off procedures).
- Covering your cough or sneeze with a tissue, then throwing the tissue in the trash, coughing/sneezing into your inner arm if necessary.
- Avoid touching your eyes, nose, mouth.
- Using an alcohol based (at least 60% alcohol) sanitizer, if soap and water is not readily available.
- Drinking plenty of water to stay hydrated.

We would also encourage employees to stay informed at official government websites such as: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html> for the latest on the COVID-19 situation.

The Company takes the care and safety of our employees very seriously and we will take all prescribed precautions necessary to maintain a safe and healthy environment at work. Should you have any questions or concerns, please direct them to the Store Manager.

Your efforts to help contribute to the health and welfare of our employees during this troubling time are greatly appreciated.