



VAN DE POL

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RE: Business Operations during COVID-19 (Coronavirus)

As the situation around Coronavirus (COVID-19) continues to evolve, we are doing everything we can to maintain product delivery and business continuity while ensuring the safety of our employees, our customers and the community. As a distributor of fuels and lubricants, we have been identified by the U.S. Department of Homeland Security and the State of California as a provider of Essential Critical Infrastructure and will continue to serve our customers and the public.

Protecting our People and the Environment is our core value of Safety and we are closely monitoring the ongoing developments of COVID-19 and are utilizing guidance from DHS, FEMA, OSHA, the CDC, and other sources.

The Company has made the alterations below in our business routines to protect ourselves, our customers and the public.

- We have directed our employees to follow heightened personal hygiene, increased cleaning and sanitation procedures, and appropriate social distancing.
- We have arranged for team members to work remotely to limit the opportunities for the virus to spread.
- We have limited access to our office locations to reduce the likelihood of the virus causing us to shut down critical support operations.
- Our Sales teams are also working remotely and are contacting customers by electronic means only. "In-person" face-to-face communication is reserved for urgent/emergency situations only and/or if specifically requested by the customer.

We are currently not experiencing any supply chain delays and are servicing customers like normal. Trucks are making deliveries and operations continue. We will adjust according to your business needs and the situation demands.

We know that you and your organizations are experiencing these same business challenges and we thank you in advance for your understanding, support, and wish you and your families health and safety.

Together we will get through this.

Sincerely,

Ron Van De Pol
President

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