



March 17, 2020

RE: COVID-19 DELIVERY PROCEDURES

To All Customers:

As a result of the spread of the COVID-19 coronavirus, we are adopting the following policies to manage the health risk to our drivers and customers during the delivery process:

1. Any of our drivers who are experiencing any symptoms of infection or have reason to believe that they have been exposed to the virus will be required to stay at home and therefore will not be delivering product to you.
2. Our drivers will wash their hands and perform other cleaning procedures before and after each delivery.
3. Our drivers will be instructed to comply with social distancing protocols (6 feet of distance between people) during the delivery process.
4. If you prefer, our driver can leave your product and paperwork at your facility without any interaction with you or your employees.

We remain open for business. Our collective customers are going to be spending more time at home and we all play an important role in protecting their safety. In addition, people count on us to deliver the products we sell to keep their homes clean and comfortable, their food and medicine safe, and to cook meals for their families.

We appreciate your business and your continued support during this stressful and unusual time. If you have any questions, don't hesitate to contact me at 918-256-0510 or mkidd@clsupplyinc.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Kidd', written in a cursive style.

Mark Kidd
CEO