



Corporate Office
6205 District Blvd
Bakersfield, CA 93313
661-617-1700 • Fax: 661-617-1800

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To Our Valued Customers:

As an important business partner of KS Industries, we feel it is important to communicate our present policy and practices during this current COVID-19 pandemic. We value the health and well-being of our customers, vendors and partners and as such we are taking all necessary steps to mitigate the spread of this virus.

Safety has been the foundation of our company's success and to continue such we have immediately implemented the following steps:

- **We have implemented a social distancing policy, including a no-handshake practice**
- **We have reminded employees about the importance of hygiene etiquette and regular handwashing**
- **We have provided hand sanitizer on all locations of high traffic (bathrooms, conference rooms, break areas and receptions)**
- **We have asked employees to refrain from voluntary events and areas that will have high traffic**
- **We have restricted public domestic travel**
- **We have provided CDC & WHO literature on the specific facts of the virus and to self-check symptoms**
- **We encourage employees to not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue**
- **We encourage the use of telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. IT support services are available to employees who need assistance with this technology**
- **We have dedicated an area in our employee portal with the latest information, facts, and safe practices to keep employees informed and calm**

Should you have additional questions, please contact:

Tracy M. Coughenour
Administrator
KSI Pandemic Response Team
6205 District Blvd
Bakersfield, Ca 93309
Email: Tmcoughenour@ksilp.com
Direct Office: (661) 617-1634

Respectfully,

Tracy Coughenour

Tracy M. Coughenour
Corporate Benefits Manager