



Corporate Headquarters
1330 Lake Robbins Drive
Suite 215
Woodlands, TX 77380

March 20, 2020

Re: A&R Logistics Sites and Distribution Terminals Guidelines

Dear Customers:

Like you, A&R Logistics is concerned about the evolving situation of COVID-19. The Coronavirus (COVID-19) outbreak was declared a Public Health Emergency of International Concern by the World Health Organization (WHO) on January 30, 2020 and characterized as a pandemic on March 11, 2020.

As you know, our main concern at A&R Logistics is for the safety of our employees, contractors and site visitors, and the communities where we operate. In this time of uncertainty, we need your help. Together we wish to keep motorists and businesses supplied with products during this uncertain period. In order to do this, we must keep our plants and terminals open to enable your drivers to load and deliver to customers. It is therefore paramount that we work together to protect our employees and contractors and your drivers from potential COVID-19 exposure, and to do our part to limit the spread of COVID-19 in the community.

In this spirit of collaboration and to meet our social responsibilities, we ask that you implement additional precautionary measures:

- Please do not allow employees or drivers to visit A&R Logistics facilities if they have:
 - Symptoms of COVID-19 such as fever, cough, muscle aches, sore throat, shortness of breath or difficulty breathing (See www.cdc.gov for more information)
 - Been in direct contact with a confirmed COVID-19 case within the last 14 days
 - Visited a country with widespread COVID-19 within the last 14 days (currently China, South Korea, Iran, Europe (Schengen Area): Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland, Monaco, San Marino, Vatican City), and the UK and Ireland (England, Scotland, Wales, Northern Ireland, Republic of Ireland).
- Please inform drivers entering A&R Logistics facilities that they should maintain social distance (at least 6 feet), avoid physical contact with other personnel (no handshake), avoid touching eyes/nose/mouth, cover coughs and sneezes, minimize access to common areas, and wash hands often for at least 20 seconds or use hand sanitizer.
- If A&R Logistics personnel or local security observes drivers with any symptoms or not following the precautions identified above, they will be asked to leave the site immediately.

We appreciate your collaboration and assistance in continuing to work safely while providing a service to customers and the general public.

If you have any questions or concerns, please contact your A&R Logistics site contact.

DOING IT RIGHT.