



Friday, March 20, 2020

Dear Associated Asphalt Partner,

I hope this finds you, your organization, and your families in the best of health. As a trusted partner in our supply chain, the health of your workforce is important to us. As such, it is our intent to ensure we set an environment where both Associated Asphalt's and your employees are protected to the highest degree. Challenging our ability to establish a safe environment is the Coronavirus (COVID-19). As this virus continues to evolve, Associated Asphalt is taking steps to mitigate its impacts. As previously mentioned, safe-guarding the people within our gates is of the upmost importance, and in order to do so Associated Asphalt has modified several of its policies and procedures. Several of our adjustments will directly impact how work is performed at our offices and terminals and this correspondence is intended to advise you of the changes to facilitate your compliance.

In accordance with the CDC, National, State, and Local governmental guidance, Associated Asphalt has implemented processes to ensure economy of labor, "Social Distancing", and confirmation of health prior to admittance at an Associated Asphalt office or terminal. In order to achieve compliance with the aforementioned your involvement is necessary and vital.


Economy of Labor: Utilize the minimum number of people to execute the assigned task without compromising safety. Limiting the workforce to only the number of people required provides the maximum opportunity to achieve social distancing of at least six (6) feet. Additionally, reducing the population of personnel in the terminal at any one time also limits potential exposure to individuals within the terminal.

Social Distancing: All tasks must be performed in a manner where a minimum of six (6) feet between personnel is achieved. Any task performed within proximity of less than six (6) feet must be executed utilizing personal protective equipment (PPE) which prevent touching and transfer of bodily fluid between personnel.


Confirmation of Health: Prior to arrival all contractors must complete the "**Associated Asphalt Coronavirus Screening Questions for Contractors**" (enclosed with this correspondence). A yes answer to any question or failure to present a completed questionnaire at arrival will result in denial of access to the terminal or office. The questionnaire will be provided 24 hours prior to your arrival by your Associated Asphalt representative or contact.

Post-Work Follow-Up: For a period of 14 days after performing work at an Associated Asphalt Facility, we request that Contractor promptly notify Associated if any such worker shows symptoms associated with COVID-19, feels ill, or tests positive for COVID-19, together with details including the time and day they left our facility, the date symptoms first appeared, and, if applicable, the date of a positive test.

As mentioned above, the intent of the aforementioned requirements is to protect all personnel working within Associated Asphalt terminals and offices. I thank you in advance for your assistance and cooperation, as our ability to provide a safe and health work environment can only be achieved together. Should you have any questions or concerns please contact your Associated Asphalt representative or contact prior to arrival.


John James
President & CEO


James Hill
COO


Steven Scro
CFO


Jim Harren
VP Sales, Marketing, & Supply



Associated Asphalt Coronavirus Screening Questions for Contractors

1. Within the last 14 days, have you traveled to any country that has been named by a presidential proclamation restricting travel of its citizens to the United States because of coronavirus concerns? To obtain this list, please see:

<https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>

2. Have you had any of these symptoms in the last 14 days?

- Fever greater than 100.0
- Shortness of Breath
- Cough

3. Are you currently experiencing fever over 100.0, shortness of breath, or cough?

4. Have you had contact with anyone with confirmed COVID-19 in the last 14 days?

5. Have you visited a facility in the last 14 days where anyone with confirmed COVID-19 has lived or worked?

I agree to promptly notify Associated Asphalt, if after leaving their facility, and for a period of 14 days thereafter, if I should show symptoms of illness, Date of onset, and date of testing positive for COVID-19 or other contagious pathogen.