



Friday, March 20, 2020

Dear Carrier,

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, safeguarding the people within our gates is of the utmost 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 your drivers perform their tasks within our gates 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 eliminate person-to-person interaction with Associated Asphalt employees. In order to achieve compliance with the aforementioned your involvement and your drivers' conformance is necessary and vital.


Prior to arrival, we ask that you screen your drivers to ensure all drivers arrive at an Associated Asphalt Terminal free of any signs of illness. Eliminating the potential of personnel with compromised immune systems from entering an Associated Asphalt terminal further strengthens the effectiveness of our COVID-19 mitigation measures. We are partners in this endeavor and ask that you request our assistance with resource shortages versus deploying an individual with an illness to fulfill a shipment.


Due to the variability of our terminal layouts, please have your driver look for and review the updated driver instructions posted at the terminal entrance, scale or dispatch entrance/ window. If for any reason your driver is unable to locate the updated driver instructions, please instruct your driver to call the terminal and do not enter any closed door without verbal approval from the Terminal Dispatch. Contact numbers for each terminal are enclosed with this correspondence. Each terminal has implemented specific procedures to eliminate unprotected face-to-face interaction through either barriers, radios, or telephonic controls. Associated Asphalt personnel will utilize gloves when handling paperwork which is transferred to the driver, and we request your driver also utilize gloves when signing and/or handling paperwork as well.


To protect both drivers and Associated Asphalt personnel strict compliance of the above is required. Drivers who are displaying symptoms of an illness, refuse to use gloves, or fail to follow posted procedures will be denied service.

As mentioned above the intent of the aforementioned requirements is to protect our mutual interest, our people. 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 Janes  
President & CEO

  
James Hill  
COO

  
Steven Scro  
CFO

  
Jim Harren  
VP Sales, Marketing, & Supply

## Associated Asphalt Partners, LLC Company Owned Terminals

- **Bristol- 276-644-7734**  
10 Spurgeon Lane Bristol VA 24201
- **Charlotte 704-588-5290**  
1801 Westinghouse Blvd. Charlotte NC 28273
- **Gainesville 770-534-8922**  
2304 O'Kelly Road Gainesville GA 30507
- **Greensboro 336-294-0025**  
100 South Chimney Rock Rd Greensboro NC 27409
- **Inman 864-472-2816**  
195 Lawson Fork Road Inman SC 29349
- **Martinsburg 304-267-2395**  
855 Corning Way Martinsburg WV 25405
- **Roanoke Terminal 800-248-0090**  
2677 Roanoke Ave. SW Roanoke VA 24015
- **Salisbury 704-636-0781**  
1825 Jake Alexander Blvd. Salisbury NC 28147
- **Tampa - Emulsion 813-623-3941**  
5201 Causeway Blvd. Tampa FL 33619
- **Tampa – Water 813-248-2189**  
500 19th St North Tampa FL 33605
- **Lake City 386-754-5222**  
1385 County Road 25A N Lake City FL 32055
- **Columbia 803-799-5335**  
2700 William Tuller Drive Columbia SC 29205
- **Conley 404-361-1333**  
1577 Koppers Road Conley GA 30288
- **Colprovia 803-457-7106**  
1119 Airport Blvd. Columbia SC 29205
- **Hopewell 804-458-0926**  
410 Water Street Hopewell VA 23860
- **Pike Baltimore 410-576-3795**  
1955 Chesapeake Ave Baltimore MD 21226