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March 24, 2020

We want to take a moment to inform our customers that, as of now, both **Bi-State Emulsions and Missouri Petroleum Products Company will remain open for business.**

St. Louis County Executive, Sam Page is requiring the residents of St. Louis County who are in "non-essential jobs" to shelter in-place at their residences. Construction employees and jobs sites have been considered "essential" and thus, are not subject to the shelter in-place requirements. This directive will be in place for up to 30 days beginning Monday, March 23, 2020. The requirement is an effort to lessen the impact and the spread of the coronavirus (COVID-19). Please see the St. Louis County link <https://www.stlouisco.com/portals/8/docs/document%20library/CountyExecutive/Executive%20Orders/State%20at%20Home%20Order.pdf> for more information on the directive in more detail.

As concerns about the coronavirus continue to escalate and information around safety and precautionary measures evolve, we are committed to your safety and well-being. In order to prevent the spread of the COVID-19 virus within our organization and our community. We have implemented the following strategies to help keep everyone safe, healthy and well informed. Our goal is to provide a healthy and safe work environment for all employees, customers and vendors. We are adhering to the CDC recommendations (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) to stop the spread of the virus. Here are some of our safety directives we've implemented during this pandemic:

- We are requiring all our employees who are sick or are caring for the sick, to stay home and check with their health care providers, as needed.
- We are requiring our customers, vendors and subcontractor employees that are sick, are caring for the sick, to refrain from visiting our offices/jobsites or perform work at our offices/jobsites. Please conduct necessary business with us remotely over phone and email.
- We are requiring all employees to report to management when they have tested positive for COVID-19, suspected or actual incidents or have been exposed to anyone testing positive.
- We are requiring anyone who works or visits any of our offices or job sites, to avoid close contact and utilize social distancing practices. This means remaining at least 6 feet apart from each other to reduce the spread of any disease.
- Whenever possible, all meetings are to be held over the phone and internet to reduce unnecessary close contact.

Sincerely,

Mike Hartman
Vice President, Sales