

## A Message to all Guardian Customers Regarding Coronavirus Safety

Guardian values our customers and their safety and are taking steps to protect all stakeholders against exposure to the Coronavirus. We are taking prudent steps as outlined by the Centers for Disease Control to make our sites as safe as possible for all employees and customers.

We will be taking a number of steps to minimize the spread of Coronavirus to our employees and other stakeholders. As part of our community, we ask you help in this effort as outlined below:

1. Minimize human contact. Keep distance (at least 6 feet) to minimize the risk of spreading the virus
  - a. If you are not already on ACH, we will begin mailing checks next week. This will minimize the need for you to go into our office.
  - b. Typically, our unload areas are not manned, which limits human interaction. Please limit any unnecessary contact with plant members.
  - c. We will be reducing our in-person staffing in our offices but we will be working remotely. Please contact us with any questions.
2. Try to eliminate passing the virus through shared contact surfaces, and increase cleaning and personal hygiene to kill viruses on shared surfaces
  - a. At the Janesville and Hankinson facilities where truckers are required to type in load #s, we will provide stylus pens to minimize touching the load screen.
  - b. In Lima, our scale house person will be entering names on paperwork to minimize the need to enter from the screen at our scale.
  - c. You may see our employees using gloves to handle paperwork. This is to limit the spread of the virus.
3. Work to reduce the spread of the virus
  - a. Please don't come to our site if you are sick.

For any questions or concerns please contact your location corn team.

Thank you for your cooperation. Your business is appreciated.

Guardian Management Team