

**POLICY ON USE OF MASKS**

**April 17, 2020**

Coleman Oil Company is focused on protecting our staff, as well as ensuring the safety of our customers.

Safety is a core value and our top priority. Based on recommendations of the Center for Disease Control (CDC) and requests from state health organizations we are requiring employees to wear face masks whenever working within 6 feet of another employee, vendor or customer.

This is a temporary measure that will be reviewed as health recommendations change.

Your work is vital. You provide essential services in the form of transportation fuels and/or food, sundries and related items. It is for all of us to provide a safe and secure environment. We are united with other leading retailers in the communities we serve by implementing this policy.

Thank you for your leadership. I have received many positive comments about your diligence. Please be proud of the important contributions you are making. I am certainly proud to be a part of this team.



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Bob Coleman