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# WILEY SANDERS TRUCK LINES, INC.

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P. O. BOX 707  
TROY, ALABAMA 36081



PHONE 334-566-5184  
ICCMC 138882

March 17, 2020

Memorandum to: Employees and Friends of Wiley Sanders Truck Lines, Inc.  
From: Doug Kitchens, Risk Manager  
Re: COVID-19/Coronavirus

Wiley Sanders Truck Lines, Inc. places its highest priority toward the Safety and Health of our employees and those we serve. In our effort to serve you, we offer the following information for your convenience. We encourage you to do your part in providing you and your family the best opportunity to avoid sickness at all times.

- \* Always practice good hygiene
- \* Stop handshaking - use other forms of greeting others
- \* Wash hands regularly during the day
- \* Disinfect surfaces like doorknobs, tables, desks, and handrails as well as other surfaces in which you commonly come in contact
- \* Avoid touching your faces and cover coughs/sneezes
- \* Individuals who are sick should stay home to avoid spread of illness to others
- \* If you develop symptoms such as fever, coughing, sneezing, or shortness of breath, contact your primary physician. Your physician will be able to follow the CDC protocol and determine the need for scheduling you to visit a collection site for further testing. Most every County has designated "collection sites" to submit testing
- \* During a time you are concerned about your health, or if you are awaiting collection/testing results, you should self-quarantine for the benefit of yourself and others
- \* Any employee/individual who may test positive for the COVID-19/Coronavirus should disclose this to their employer Immediately

Wiley Sanders Truck Lines, Inc. proudly serves our nation by providing full load deliveries to companies who are providing vital goods to consumers. We thank you, our employees, for the services you give in this effort.

Respectfully,

A handwritten signature in black ink, appearing to read "Doug Kitchens", is written over a white rectangular area.

Doug Kitchens  
Risk Manager  
Wiley Sanders Truck Lines, Inc.