



Coronavirus Memorandum

Date: March 13, 2020

We continue to monitor the developments related to the spread of coronavirus (COVID-19). The health and safety of our associates and our community remain our top priority. BSC Industries has implemented several policies and precautions to help prevent or limit the spread of the virus. Those policies include but are not limited to, preventative hygiene and travel restrictions.

In addition, we are implementing the following policy regarding visitors to our locations.

Reduced Visitor Access

For the next 2 weeks (we will revisit on March 30th) BSC will no longer host visitors at any of our locations. This policy does **not** pertain to customers picking up product, transportation companies delivering and picking up product, essential contractors, and our own field sales reps. An essential contractor is, for example, a plumber scheduled to fix a leak, or an IT vendor scheduled to fix our hardware.

The most common visitors we have are manufacturers' representatives. The communication and relationship we have with our manufacturing partners is critical to our success. Therefore, we are offering the following alternatives to face-to-face meetings:

1. One-on-one phone calls
2. Conference calls using BSC's toll free conference call service
3. Webinars using GoToMeeting
4. Email correspondence

We understand that this is a challenging time and apologize for any inconvenience this may cause. Thank you for your cooperation.