



Dear Valued Cleveland Tank Customer,

3/23/2020

We hope this message finds you and those close to you well. We wanted to provide an update on our current situation as it relates to COVID 19.

Over the weekend, the State of Ohio made the decision to advance steps to limit the spread of COVID 19. These included closing what are being identified as non-essential businesses as of 11:59 PM tonight. Cleveland Tank & Supply has been deemed an essential business and continues to manufacture and ship fuel tanks and accessories to our customers. However, in order to protect our employees and those close to them, we have been following with utmost stringency, the CDC guidelines for limiting the spread of the virus. The following is a list of some of the steps we have taken:

- All work areas, including office, will be cleaned with recommended agents for 15 minutes prior to every shift.
- All employees are required to adhere to CDC recommended social distancing protocol.
- All employees will be screened prior to every shift for the presence of a fever and CDC recommendations will be followed.
- Work at home arrangements have been provided for most of our office personnel and will continue throughout the recommended period.
- Our manufacturing team is operational and functional and continues to manufacture tanks and accessories.
- Currently, there have been no changes to the production schedule, and we will update customers daily if any changes occur.
- Our raw material supply is steady, and we have heard of no indication there will be any interruption in normal supply.

We appreciate your continued support and look forward to better days ahead for all of us. Please feel free to contact us if you have any questions or concerns.

Sincerely,

Patrick Donegan
Sales Manager- Cleveland Tank & Supply.