

**Mallory Safety & Supply LLC**  
**COVID-19 Critical Vendor Statement**



March 23, 2020

Dear Mallory Customer:

As the COVID-19 pandemic evolves, so does our strategy and plan to ensure the safety and health of our employees and customers--core to our mission as a safety supply company. Since we are one of the largest suppliers of PPE products like N95 respirators and disposable gloves in the country, we have been inundated with critical infrastructure requests throughout the West and are in overdrive responding as an essential business.

We have implemented several changes and practices to help stop the spread. These include:

**Basic Steps We Have Taken:**

- Supported working from home for eligible employees, most csr's, accounting, administrative, and account managers are home based now.
- Restricted business travel, utilizing video chats/phone calls vs. in person meetings
- Regular reminders to wash hands and practice social distancing in our warehouses
- Provided our teams with gloves and other PPE and training on safe practices
- We are also checking for fever for our employees with infrared thermometers, as needed, and following up with any and all illness related absences with a quarantine and return to work protocol. We have had no positive Covid-19 tests at this point.

**Changes for Delivery Customers:**

- Normal Deliveries will continue to regular customers unless you tell us we are not critical
- Instead of signatures and paper exchange, we are photographing where we left the product as POD
- Our drivers will practice social distancing and will wear PPE

**Changes for Will Call Procedure:**

All will call orders for our Eugene location will need to be placed ahead of time, by phone. Customers visiting our facilities without calling ahead of time will be asked to place their orders from the parking lot by phone.

Main Phone: 541-683-9333 Ext. 341

- Please remain in the parking lot or in your vehicle, orders will be delivered to your vehicle. Call when you arrive to let us know you're outside: 541-683-9333 Ext. 341
- Please allow 1 hour for your order to be pulled and ready for pick-up.
- We will not accept cash for payment, payments on account or by credit card are accepted.
- Practice "Social Distancing" when interacting with our team members.

We appreciate and value your business. Keeping our employees and customers safe and healthy is a priority for us. Please do not hesitate to reach out to your customer service representative or account manager with questions or for clarification.

Sincerely,

A handwritten signature in black ink that reads "Tim Loy".

Tim Loy  
President