



March 20, 2020

At Cornejo, safety is our number one priority and during these uncertain times, we are doing all that we can to keep our employees, business partners, and communities safe and healthy. In accordance with Center for Disease Control (CDC) and World Health Organization (WHO) guidelines, Cornejo & Sons and all Summit Materials companies have implemented many new policies and procedures to help stop the spread of COVID-19.

Policies and procedures include:

- **Social Distancing and Work from Home**
Although our business is primarily done in the field, we do rely on a support staff in-office. During this time, we've asked that all employees that can work from home do so. For workers who are unable to work from home, we've implemented our social distancing policy. This policy commends that individuals maintain a minimum of six feet of distance between themselves and others. The CDC also recommends avoiding large gathering spaces such as restaurants, bars, gyms, schools, and churches where social distancing is impractical. Furthermore, Summit Materials has indefinitely suspended all internal and external business travel.
- **Deep-Cleaning of All Facilities**
In order to mitigate the spread of the virus, Cornejo has taken extra steps to maintain the cleanliness of all facilities. Commonly handled objects such as printers, doorknobs, desks, and water dispensers are being sanitized frequently throughout the workday. Cornejo management has arranged for medical-grade cleaning of the office environment where employees are in constant close contact. Additionally, each of Cornejo's scale houses and weigh stations have been deep-cleaned and sanitized by cleaning staff.
- **Good Personal Hygiene**
This includes frequently washing your hands with warm water and antibacterial soap for at least 20 seconds, avoiding touching your face, sneezing and coughing into the crook of your elbow or into a tissue, and frequently disinfecting commonly used items and surfaces. Cornejo has ensured that sanitizing spray, antibacterial soap, and hand sanitizer are available at all locations for employee use.
- **Containment Protocols**
Summit Materials has issued containment protocols to help stop the spread of the virus among our employee population. This includes staying home from work, contacting a health professional, getting tested if you can, and informing management, HR and safety about the possibility of infection.

If an individual is experiencing symptoms of COVID-19, they should contact a healthcare professional immediately and take necessary precautions to prevent further spread. According to the CDC, symptoms of COVID-19 include: a

measured fever of 100.4 (F) or higher and lower respiratory symptoms like coughing or shortness of breath.

The outbreak of COVID-19 is a serious situation and Cornejo is taking all possible steps to maintain the health and safety of our employees, customers, and business partners. However, this situation is fluid and changing rapidly. Please follow the advice of local and state authorities as well as that of the CDC, WHO, and U.S. government which can be found at the links below.

CDC: https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention.html

US Government: https://www.whitehouse.gov/wp-content/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf

As the situation progresses, Cornejo will do all that we can to protect our employees and communities.

Thank you.

A handwritten signature in black ink that reads "Patrick Short". The signature is written in a cursive, flowing style.

Patrick Short, President