



***GulfMark Energy, Inc.***



**To the Adams Resources & Energy Community:**

The Adams Resources & Energy family of companies places the highest priority on the health and safety of our employees, our customers, and the general public. The COVID-19 situation is delivering unprecedented challenges to our industry and to the world. We want to assure you that the Adams' Companies are ready for these challenges. We will focus on the well-being of our employees and the community, while continuing to deliver the essential materials needed for this country's infrastructure.

**To promote a healthy workplace and protect our customers, we have implemented the following across all companies:**

- The Adams' *Communicable Disease and Illness Policy* has been activated.
- We are promoting increased awareness for hand washing, social distancing, and more stringent cleaning protocols at all facilities.
- All business-related travel has been temporarily suspended.
- We are implementing a work from home policy for high risk team members and for any others whose positions can be performed remotely.
- Essential support personnel who cannot work remotely will be on a work from home rotation when possible.
- There will be no in-person meetings with 10 or more in attendance. Meetings are encouraged to be conducted via video/web conference.
- We will continue to hold driver Safety Meetings; however, they will be conducted virtual/online.
- As supplies become available, drivers and employees will be provided disinfectant and disposable gloves to clean their work trucks/work areas.

**As we continue to deliver best-in-class service, it is important our customer understand that:**

- Transportation operations are running at full capacity. ***(Our drivers are amazing!)***
- Leadership is meeting regularly with associates, working remotely to ensure they have the tools needed to provide seamless customer service.
- Our IT infrastructure allows for associates working remotely to access private networks to ensure data security.

Company Leadership will continue to monitor guidelines from the Centers for Disease Control, World Health Organization along with state and local governments to adjust our policies to meet this ever-changing environment.

Please contact your company representative if you have any questions or concerns. We will work united to get through these challenging times.

Best regards,

Kevin Roycraft  
CEO & President  
Adams Resources & Energy, Inc.