



90 N. Franklin Turnpike  
Ramsey, NJ 07446  
201-327-0642 Phone  
201-327-1814 Fax

March 6, 2020

Re: COVID-19

To All Vendors and Suppliers,

As the situation develops, as part of our BRC Certification (Food Safety) and general possible business interruptions. We need to ask your company to outline:

1. Your Policy on addressing the virus for your office
2. Your Policy on manpower shortages
3. Your Policy on travel by your employees
4. Your policy on visitors to your office

Obviously, we are ALL part of the supply chain, and we need direct, timely and specific updates on any delays or issues with goods or services. This is part of our relationship to keep all parties up to date on all market conditions, Since, however, this is a fluent and unknown variable, communication on delays or issues need to be brought immediately to our attention. The problem will be with lack of transparency, not understanding what issue arose. The quicker we communicate the issues, the sooner we will work together to find the solutions

AMD has implemented and communicated their policy both internally and travel outside the office. If you visit our office, please know, without a known written policy by your company, visitors will not gain entrance.

We realize this might be over kill. We can appreciate the nuisance this might be; however, the "fix" is not complicated, and we need to know your company is taking proper, prudent precautions.

Sincerely,

AMD OIL SALES