

March 19, 2020

Dear Valued Business Partner,

During this difficult time where we are all contending with Coronavirus (COVID-19), I wanted to express my appreciation for the business relationship we enjoy, which will no-doubt enable us to weather this storm together. I also wanted to reinforce the message that the health and wellbeing of NAL's business partners and our Team Members is our primary concern. NAL is fully committed to proactive action in preventing the spread of coronavirus.

Effective immediately, and until the threat of coronavirus subsides, NAL will be limiting access to all of our facilities to only business critical visitors. To that extent, I respectfully request that your organization consider the urgency and importance of visiting NAL before arranging an in-person visit. If a visit is mandatory, it will need the approval of NAL General Manager level leadership. All visitors will also need to complete an NAL Visitor Health Check survey. If that survey reveals an at-risk situation, access to NAL facilities may be denied.

I recognize this policy will be an inconvenience, yet I am certain it is in our best interest and for our collective good. I am equally confident that alternatives to in-person meetings can be effective in the short-run. Please utilize all manner of electronic media at your disposal, including video, Skype, file sharing and teleconferencing. Today's digital age affords us with several effective weapons to maintain business continuity while mitigating risk.

Again, thank you for your patience and understanding during this difficult time. Your support and business relationship are immensely valuable to NAL and we look forward to exiting this crisis stronger together.

Best Regards,



Kirk Gadberry
NAL President and COO

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