



7.16.20

Dear Vendor Partner,

Thank you for continuing to work together with Valley Steel & Wire – we consider you vital to our success. Like all businesses operating in this environment, our general practices and policies have had to flex in order to protect the health of our employees, customers, and the delivery drivers that service us. Safety is our first priority.

Valley Steel & Wire currently requires *that all drivers delivering to Valley Steel & Wire must wear face coverings* over the mouth and nose while on the premises in accordance with Colorado health orders.

The growing number of Covid-19 cases in Colorado and the ratio of confirmed positive cases to those being tested reinforces the need to remain cautious and raises the stakes on failures to do so. With the health and safety of our employees and your drivers in mind, *drivers that arrive without a face covering will not be received and the delivery may need to be turned away* until the driver returns with a face covering.

We are all eager for a time when such measures are not necessary. In the meantime, we continue to appreciate your service and care for employees of both our companies by prioritizing safety first with these policies.

If you have any questions or concerns, please reach out to your regular Valley Steel & Wire team member or you may connect directly with me.

Most Sincerely,

A handwritten signature in black ink, appearing to read "Justin Daley", written in a cursive style.

**Justin Daley**  
*General Manager*