

March 16, 2020

RE: Coronavirus (COVID-19)

Dear CSM Employees, Customers and Contractors,

We know there is growing concern as the outbreak and impact of the Coronavirus (COVID-19) continues to evolve. Ensuring the health and well-being of our communities, customers and employees is always a top priority, and is especially critical at this time.

CSM is committed to taking care of our customer's service and sales needs and those of your personal health along with our staff's health. With safety in mind, we are closely monitoring the Coronavirus (COVID-19) and are taking precautions based on guidance from the Centers for Disease Control and Prevention (CDC) and public health officials.

We are doing our best to keep our office clean and disinfected (including door handles, countertops, benches, etc.) in the event you visit us in office. We will have hand sanitizer available in all of our company vehicles for employees to use on a regular basis. We are asking that they use this prior to beginning work, leaving work, and anytime necessary in between.

While we are being proactive to ensure the health and wellbeing of both our customers and our staff, we will remain open during our regular business hours in order to serve the needs of all our current and future customers.

We at CSM, will continue to closely monitor the situation and make any adjustments as needed to accommodate the current situation. Thank you for your understanding, cooperation, and continued business.

-CSM

The following web address provides information about COVID-19 directly from the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>