



Reyes Beer Division

March 26, 2020

Dear Valued Customer –

In an effort to protect the safety and well-being of our employees and customers during the COVID-19 pandemic, we wanted to provide a few updates for you.

To date, we have been very fortunate to have no confirmed cases of COVID-19 in our organization. In the event one of our businesses does experience exposure or a confirmed case of COVID-19, we have business continuity plans and best practice protocols in place, and will communicate with you as appropriate should we find ourselves in one of these situations.

We are also implementing a new “No-Contact Delivery Process” for orders delivered by Reyes Beer Division Delivery Drivers. Effective immediately, our Delivery Drivers will stop asking customers to sign our handheld devices to indicate acceptance of orders. Instead, we are implementing the following process:

- Our Drivers will ask the individual accepting the order on behalf of the customer for their full name.
- Our Driver will then record the full name of that individual on the invoice in his/her handheld device and note “CV19” behind the entry. This will document the acceptance as taking place in accordance with this new process (e.g., “John Smith CV19”).
- This new process will eliminate the need for multiple parties to touch our handheld devices throughout the day.
- Additionally, in accordance with guidelines from the U.S. Centers for Disease Control and Prevention (CDC), we are asking our Drivers, as much as possible, to maintain a six-foot distance from others during the entire delivery process.
- For customers needing further documentation, the individual accepting the order on behalf of the customer can request a second copy of the signed invoice from our Driver.
- The individual accepting the order will then sign the printed copy of the invoice and return it to our Driver, who will submit the signed invoice with their other paperwork.
- We will keep the signed invoice as back-up for the electronic signature recorded by our Driver.

We appreciate your understanding and partnership in helping to minimize contact and protect all involved in the delivery process during this unprecedented time.

A handwritten signature in blue ink, appearing to read "TD", is positioned above the typed name of the sender.

Tom Day
Chief Executive Officer
Reyes Beer Division