



## World Trade Distribution, Inc. Houston, Texas

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### **World Trade Distribution, Inc. Statement Concerning Coronavirus (COVID-19) Updated: 03.19.2020**

World Trade Distribution, Inc. remains wholly operational, fully staffed and normal business hours to continue to service all our customers, while adhering to government and health recommendations.

We continue to closely monitor developments and the global impact with respect to the Coronavirus (COVID-19). Our management team has been closely monitoring the situation, and taking steps to ensure the wellness and safety of our employees. The team has been providing relevant, timely updates to our employees and customers.

We have business continuity plans and strategies in place as listed below.

- Office employees are able to work remotely from home should the need arise.
- Warehousing staff and drivers, many of which live within 10 miles of the operation, are available as needed throughout any situation or circumstance to continue to support our customers.
- Offices are sanitized daily, with ample hand sanitizer, disinfectant, bottled water and immune boosting powders and drinks on hand for employee daily use
- Negative ventilation has been installed to exhaust the air for improved air circulation
- Ultra violet lights have been installed at drivers windows, as well as ultra violet portable flash lights, to eliminate germ and bacteria transmission on paperwork handed to our employees from drivers and other persons.
- Contractor and Sub-contractor work halted throughout the duration of the situation unless essential
- Janitorial service scheduled to 'deep clean' nightly
- Public restrooms closed to the public and converted to public hand sanitizing stations
- Vending machines temporarily placed 'out of order' for public and employee safety
- Employees are proactive in assisting with the sanitation of the office and common areas during the day
- None of our employees have traveled out of the country during the past 9 months

The safety of our employees and their families continues to be our utmost priority. We recognize that the situation remains fluid and requires consistent monitoring throughout its duration.

World Trade Distribution remains committed to providing the superior service and support that you have come to rely on.

Thank you,  
Jeff Joachim