



March 23, 2020

RE: COVID-19 RESPONSE ESSENTIAL CRITICAL INFRASTRUCTURE

To Community Leaders and Law Enforcement Officers:

McCoy's Building Supply is deemed an essential business as a distributor of material necessary for homes and businesses to function (*see U.S. Department of Homeland Security CISA Identification of Essential Critical Infrastructure Workers and New Mexico Public Health Emergency Order Closing All Businesses Except for those Deemed Essential*). We take seriously our role to serve our communities in times like these and, consistent with federal and state guidance, ask that you allow the employee in possession of this document to travel as necessary to support this essential business.

McCoy's remains open for business, consistent with federal guidance, with adjusted hours of service. We are limiting the number of customers allowed inside our stores at a time, maintaining social distancing as consistently as possible, and encouraging online and telephone orders with curbside service.

The health and safety of our employees and customers is very important to us, and we are taking steps to protect their health while serving the critical needs of our community in accordance with governmental guidelines. We have also encouraged any employees who may be sick or who may be more susceptible to COVID-19 to stay home with full pay.

This letter is valid from March 23, 2020 to September 30, 2020. If you have any questions about our responsibility to remain open and available for our communities, please contact Bane Phillippi, Senior Vice President and General Counsel, 512-395-6618 or bane.phillippi@mccoys.com.

Sincerely,
Brian McCoy
Chairman and CEO

Meagan McCoy Jones
President and COO