

March 13.2020

Melton continues to closely monitor the situation with the Coronavirus Disease 2019 (COVID-19). Senior leadership meets daily to review the latest developments and make appropriate decisions about operating our company in this environment. We regularly monitor the websites of the Center for Disease Control (CDC) and the Tulsa Health Department. Our headquarters and operational center is based in Tulsa, OK so it is important that we stay abreast of federal, state, and local developments. We don't want to be slow in reacting nor do we want to overreact. Without going into a list of detail actions, we are complying with and promoting the recommendations of the CDC.

In the normal course of business operations, we regularly review our business continuity plan, which deals with natural and man-made disasters like tornadoes, severe snow & ice storms or in this case, a contagious disease. As technology has rapidly developed over the last decade, cell phones, internet speeds and laptop computers have made working remotely more practical. Another part of our business continuity planning is keeping the company financially strong. We don't look forward to a possible downturn, but Melton is prepared to financially weather any storms just as we did in 2009.

While, at this time, we don't feel the status of COVID-19 requires us to totally separate people from one another, we are deploying laptops to critical function personnel from all departments. These employees are working from home to ensure that Melton can maintain operations, payroll, dispatch & contact with trucks, outside repair, etc. All of our computers, software, and phone systems are backed up with redundancy off-site or in the cloud, enabling our key positions to function remotely. We will continue to increase the number of employees working remotely as needed.

Our drivers are being asked by some shippers and consignees to sign forms generally attesting to their good health and previous travel destinations. While unusual, this is not an unreasonable request given the situation. We fully understand and support all efforts to minimize the exposure and spread of COVID 19. We are sending daily updates to all drivers with the latest verified, factual developments regarding COVID 19. We are instructing all drivers (and administrative personnel) not to enter any shipper, consignee or other facilities if they are exhibiting any flu-like symptoms as defined by the CDC. The message is being reiterated daily through Qualcomm messages, senior management voice messages, and ongoing communications from the driver managers.

While the coronavirus is on everyone's mind, we continue to pick up and deliver freight and operate normally. We plan to continue to service you, our customer to the best of our abilities. We will comply with all local, state, and federal mandates and if an area is quarantined or ingress/egress is discouraged, we will comply accordingly. The safety of our drivers, employees, and customers is our number one priority.