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Safety Bulletin

Date: March 12, 2020

Subject: COVID-19

We know the health and safety of your employees and customers is a top priority.

BP is closely monitoring the spread of the illness caused by the coronavirus or COVID-19. The Centers for Disease Control and Prevention (CDC) recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.

At your sites, BP recommends the following:

- Place alcohol-based hand sanitizers (minimum 70% ethyl alcohol) at the registers.
- Clean and disinfect frequently touched objects and surfaces such as point-of-sale terminals, pin pads, cooler handles and nozzles with disinfecting wipes* with active ingredient Dimethyl Benzyl Ammonium Chloride 0.184% (*Clorox or Lysol Brand recommended by the EPA).
- Follow BP's incident reporting process should you become aware that an individual confirmed to have COVID-19 has come in contact with a site.

See https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html

This is a rapidly evolving situation and the following websites contain information to help remain up to date on the current risk assessment, situation, and recommended actions to prevent spreading.

- Centers for Disease Control and Prevention (CDC): https://www.cdc.gov/coronavirus/2019-ncov/index.html
- World Health Organization: https://www.who.int/health-topics/coronavirus

It is also recommended to monitor and remain current on any requirements and directives which may come from local, county, or state government agencies.

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