



**Pepsi-Cola Bottling Company of Central Virginia**  
**PO Box 9035**  
**Charlottesville, VA 22906**



To our valued Customers:

March 16, 2020

As we navigate through the very fluid situation surrounding the novel Coronavirus (COVID-19) we wanted to take a moment to share with you what we are doing to ensure that our co-workers, customers and community members remain safe and cared for as this situation continues to evolve.

At this point the following internal practices have been put into place:

- Continued high standards for the quality and cleanliness of our locations every day. During this time, we are increasing the frequency of deep cleaning and sanitizing of all manufacturing, distribution and office areas as well as all company vehicles.
- Continued education for all employees on appropriate preventive hygiene methods to minimize the risk of infection through on-site signage and communication. Hand sanitizer and gloves have also been provided to all employees to further help reduce the potential spread of this illness.
- Requiring anyone who is sick to stay at home until they have been symptom free in accordance with CDC guidelines.

As always, our commitment to quality customer service remains a top priority, and we will do our best to ensure that:

- Employees will be on hand to field calls from customers as needed and be available to take orders.
- Adequate stock of product will be maintained to the best of our ability based on the availability of the product to us.
- All deliveries will continue as scheduled with appropriate modifications as required or requested by the customer.
- That current business functions remain as uninterrupted as possible while continuing to provide you with the best customer service.

We will continue to monitor this situation very closely and take guidance from the Centers for Disease Control (CDC) and local authorities. Please be assured, we are taking all necessary steps to keep our PCVA communities safe and are prepared to take further action(s) as this situation develops.

Lastly, as a company that cares deeply about the communities that we serve, our thoughts remain with those directly affected by the virus and those working tirelessly to treat them. We appreciate you and your support of our business and our communities at large and are thankful to have you as our partners.

Sincerely,

Jay Jessup  
President

Suzanne Brooks  
Executive Vice President