



March 13, 2020

Dear Kit Carson Propane, Inc. Customer:

We at Kit Carson Propane, Inc. are committed to addressing and implementing practices to help ensure the safety of our customers during the recent concerns relative to the coronavirus (COVID-19). By implementing safe and limited contact standards we can help to mitigate the potential of contracting and/or spreading the coronavirus (COVID-19) by keeping our employees informed on what the coronavirus (COVID-19) is and how it is spread.

We will be limiting contact with others, as much as feasible and commit to maintaining a sanitary work environment. The measures taken **will not affect propane deliveries** to your home or office. **Business as usual, can be conducted at our main office located at 201A Cruz Alta Road, Taos from 8:00 a.m. until 4:30 p.m. Monday through Friday** and we will continue to remain on **standby 24/7 for emergency after hour calls.**

We do understand that preventative measures taken, at any level cannot provide 100% assurance that coronavirus (COVID-19) will not be contracted and/or spread by any employee or any patron entering or leaving any of our facilities.

With that in mind, and in order to limit contact, we do have a **drop box** located outside our main office (201A Cruz Alta Rd, Taos, NM) available for **check or money order payments** and encourage our customers to utilize our online **portal**, to make **credit or debit card payments**, order propane and/or make requests. To utilize this feature, please click on the link below:

<https://kitcarson.myfuelportal.com/Account/Login?ReturnUrl=%2F>

Please feel free to contact us via telephone at 575-758-7757 for any questions.

From your Kit Carson Propane, Inc. Safety and Management Teams