



Arcata Office

1907 Heindon Rd, Arcata, CA 95521
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Fortuna Office

926 Main St, Fortuna, CA 95540
Phone: 707-725-4465 Fax: 707-725-1842
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Covid-19 Notice

March 19, 2020

- Currently, both of our offices are open regular hours:
Monday-Friday 8am-5pm
- Deliveries are being made as normally as possible.
- Even through a Shelter in Place order we will deliver propane.
- Even if you are a Route customer, please keep an eye on your tank's gauge. Since your family is home you'll be using more propane. Please call our office when your tank reaches 25-30%.
- **During this time we will not schedule a delivery if your tank is above 30%.**
- We're dispensing propane at our Arcata office as well as the Sequoia Gas Station at 1666 Main St in Fortuna. Portable cylinders can also be purchased at both of those locations.
- Employees that feel ill will be staying home.
- We're disinfecting all surface areas and work stations multiple times a day.

To Limit Exposure

- If you have a fever, cough, are sick or have been around someone that's sick please do not enter our offices.
- We'd like to ask our customers to only come to our office if it's absolutely necessary. **Payments can be made online, by phone or can be mailed.** If you're not already set-up for online pay, please call or email us and we'll get you signed up today.
- Credit/Debit card payment is preferred if you need to come to our office.

- **Delivery requests can also be made online or by phone.**
- Our drivers love their customers but at this time please don't come out while they're delivering. If you must talk with them please keep a minimum distance of 6 feet.
- If you're needing to pay for your delivery, payment by phone is preferred ahead of time. Payment can also be left at the tank. Our drivers do not carry cash and do not have change for cash payments. Overpayment will result in a credit on your account.
- Drivers will not be entering homes unless it's an emergency.
- Elective service work is on hold until further notice.

**Visit our Facebook page for the latest updates at:
<https://www.facebook.com/SequoiaGasCompany/>**

We appreciate your business and understanding during this unprecedented and difficult time.

-Your Friends Sequoia Gas Company