



#### Arcata Office

1907 Heindon Rd, Arcata, CA 95521  
Phone: 707-822-4851 Fax: 707-822-8968  
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#### Fortuna Office

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## Covid-19 Notice

June 8, 2020

- Both offices are now open regular hours: Monday-Friday 8am-5pm
- Deliveries are being made as normally as possible during Shelter in Place.
- 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%.
- **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. As well as washing and disinfecting our hands after each customer.

### 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.
- Please wear masks while in our offices.
- Please use the provided hand sanitizer at 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 the preferred payment method.
- **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. If check or cash is your only option, payment can be left at the tank in a Ziploc bag. Please put your name, address and amount paid on or in the Ziploc. Our drivers will not handle cash in the field, it will be counted once they return to the office. Our drivers do not carry cash and do not have change for cash payments. Overpayment will result in a credit on your account.

**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**