



Roberts Machine & Supply Company

111 NC 55 West, P.O. Box 618

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Wholesale Distributor of Quality Industrial & Commercial Products since 1969

Date: 03/27/2020
Memo To: Whom it may concern
From: W. Kevin Roberts, General Manager/Managing Partner
Subject: COVID-19 Essential Employee Authorization

In accordance with, and pursuant to, the North Carolina Executive Order No. 121 (i.e. The Stay at Home Order) Section 2, Subsection C, Item 26, please be advised that:

The bearer of this document is an employee who is responsible for a critical function at

Roberts Machine & Supply Co., LLC located at 111 NC 55 W, Mount Olive North Carolina.

Roberts Machine & Supply Co., LLC is a supplier of maintenance parts, supplies and equipment essential to the continuous production process and preventative maintenance efforts for local food processing & packaging facilities, municipal maintenance facilities and electric power providers in and around the Mount Olive, NC area, including but not limited to Mount Olive Pickle Co., Butterball Turkeys, Bay Valley Foods, Case Farms, Goldsboro Milling, Town of Mount Olive, Wayne County, Duke Energy & Tri-County EMC. We are available to, and on call for, these and other maintenance facilities on a 24 hour basis, 7 days a week in the event of a production interruption due to equipment or part(s) failure.

In addition to traveling to and from work, specific employees are required to travel in order to make deliveries of supplies, pick up material, make bank deposits and retrieve mail from the post office. Our office will ensure that all travel by any employee is deemed necessary and minimized whenever possible.

We appreciate your assistance and support in allowing our colleagues to travel during the curfew/stay at home order currently in force, as we continue to provide essential maintenance supplies & equipment to the food production and municipal maintenance facilities in this community. If additional information is necessary, please contact:

W. Kevin Roberts, General Manager / Managing Partner

Office: (919) 658.5066

Mobile: (919) 738.3545

Respectfully yours,

W. Kevin Roberts

W. Kevin Roberts

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