



April 5, 2020

To All Pacific Clay Visitors

In order to maintain customer and employee safety during this time, we ask that you please review the following:

All Customers are asked to contact the inside sales team at Pacific Clay BEFORE sending in a driver or sales rep to pick up samples or material

- Confirm availability, verify quantity and product description
- Make any additions or edits to an existing purchase order
- Confirm order has been staged
- Again, please make this call before heading to either our Lake Elsinore or Castaic facility

All Pacific Clay and Castaic employees and visitors are required to wear face covering

- In Riverside County, as of April 4, 2020, facial coverings must be worn at all times while in public.
- We are requiring all employees, visitors (vendors, customers) to have a face covering on when they enter our locations and to wear it at all times

To limit sharing of items that may transmit the Covid-19 virus

- Hand Sanitizer must be used by Pacific Clay employees and visitors before and after the exchange of pens, clipboards, phones, tablets, paperwork, cash and credit cards
- Use of our facilities will be limited to those who follow all social distancing rules and safety protocols.

Our Hours of Operation are 6:30 -3:00 Monday thru Friday

Gil Pimentel
Dispatcher / Inside Sales
Castaic Brick Location - Pacific Clay Products
32201 Castaic Lake Drive
Castaic CA 91384
661 259-3066 Office
661 257-1253 Fax

AL Reyes
Inside Sales Manager
Headquarters/Pacific Clay Products Inc
14741 Lake Street
Lake Elsinore, CA 92530
951- 674-2131 Office
951- 674-0372 Fax

Please visit our website to view product, color and design options

AND

Covid-19 related updates

www.pacificclay.com