

March 13, 2020



Dear Valued Rachael's Food Community,

As the community and local governments continue to monitor the new Coronavirus Disease (COVID-19), we want to assure our customers and employees that we are taking all necessary precautions at every level of our organization to address this public health crisis. Please be aware that our existing sanitation policies and procedures already address the spreading of pathogens in our facility.

A Division of National Convenience Distributors
The logo for National Convenience Distributors features a stylized blue and yellow 'N' icon to the left of the word "NATIONAL" in a bold, blue, sans-serif font. Below "NATIONAL" is the text "CONVENIENCE DISTRIBUTORS" in a smaller, blue, sans-serif font.

FACILITY:

As always, as part of our normal overall Standard Sanitary Operational Procedures, any employee showing signs of illness is sent home immediately.

In addition to this we have initiated the following measures:

- Non-contact thermometers are due to arrive Monday 3/16. Upon arrival ALL employees will have their temperature taken prior to entering the production facility. Any person with an elevated temperature will be sent home.
- Loop cycle cleaning of all restrooms, flat surfaces, doorknobs, desks, chairs, phones, tables etc. (everything a body would touch) will be on a continuous cycle process that is repeated during all hours of production.
- We have met with all of our suppliers to ensure we do not run out of the necessary tools to maintain our sanitary guidelines.
- ALL non-essential personal are prohibited from the building. This includes, but is not limited to sales representatives, non-essential maintenance repairs, and customer tours.
- Multiple daily meetings with all governing agencies to receive updates and recommendations. ALL recommendations will be followed.
- Additional nightly interior disinfection of all delivery vehicles, and processing equipment and storage areas.
- Rachael's Food has implemented a "No Hand Shaking" Policy or bodily contact policy.
- Rachael's Food is asking all employees to voluntarily report any travel plans to Human Resources.
- To ensure our employees remain aware of all available information we are continuously updating and posting information from CDC www.cdc.gov

This is a situation that continues to change and therefore we will continue to adapt as it develops. If any person has questions, please do not hesitate to contact us directly at 413-888-1629. Thank you.