



**MIDWEST**  
FOODS

## Coronavirus Policies

June 30th, 2020

As this crisis continues to evolve, our first and foremost priority is to keep our employees and customers safe. Here are the extra precautions we are taking:

- Providing cloth face covers or disposable masks to all of our employees working on site. These should be worn at all times when around others and washed daily.
- Training and bringing awareness to our teams about all government issued recommendations related to COVID-19.
- Posting signs with information and recommendations related to COVID-19 and creating a COVID-19 training manual for all employees.
- Adding more hand sanitizer and disinfectant wipe stations throughout the facility and by punch in stations. Providing hand sanitizer and disinfecting wipes to all our office workstations.
- Honoring social distance by having most of our administrative /office team working from home. Requiring that employees stand at a minimum of 6 feet apart from one another at all times. Limiting the number of employees in common areas (restrooms, locker rooms, lunchrooms, etc.).
- Increasing the frequency of cleaning and disinfection of common areas.
- New Delivery Policy: In order to reduce food traffic in customer's locations, our drivers will deliver to their facility's receiving dock or receiving area. Our drivers will not enter coolers, kitchens, or any other area of your location. Our drivers will only interact with customer's receiving personnel.
- New Returns policy: Not picking up returns from other deliveries. Returns will be accepted at time of receiving in order to avoid additional interaction.
- Providing gloves, face masks, hand sanitizer and disinfecting wipes to all our delivery drivers. Instructing our drivers to replace their gloves after every delivery.
- Supervising hand-washing practices in our GMP Rooms. We have a QA stationed in our GMP room all day making sure people wash hands and wear correct PPE before entering our production area. All our employees wear disposable nitrile gloves, hairnets, disposable plastic sleeves, disposable plastic aprons, frocks (laundered by an external contractor and delivered clean to our facilities), disposable masks or cloth face covers, and beard nets when needed). All of our production rooms are also equipped with a foot bath (quat sanitizer 800-1000ppm) in order to disinfect footwear as people enter production rooms.
- Assessing our employee's health when they enter the facility by implementing a Health Assessment Program led by trained Health Assessors. This policy helps us monitor the health of our employees , visitors and contractors before they start their shift to make sure people who are sick are not allowed inside our facilities.



**MIDWEST**  
FOODS

## Coronavirus Policies

June 30th, 2020

- Assuring that our key positions have backups so our customer's orders will not be affected and we can guarantee food supply.
- Limiting all visitors and contractors to our facilities. To monitor contractors that are essential to our business, we have developed a new Visitor and Contractor Policy: COVID-19. This policy's objective is to train visitors and contractors on COVID-19 prevention methods and to make sure people who are sick do not come into our premises. Essential contractors undergo a Health Assessment before entering our facility.
- Reviewing HR Policies and EFMLA benefits to provide flexibility to our employees during this time of crisis.
- Conduct management meetings (including Crisis Management Meetings) periodically in order to assess the effectiveness of the actions implemented, implement new government issued guidelines, and continuously improve.

### As a Reminder: How to Prevent the Virus From Spreading?

- Avoid close contact with people who are sick and Stay home when you are sick.
- Maintain a distance of 6 feet with people around you.
- Wear a cloth face cover when around others.
- Avoid touching your eyes, nose, and mouth.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

We continue to be closed to visitors/solicitors and unnecessary contractors. We thank our Midwest Foods team for following all the cautionary measures we have implemented. We are proud that they are keeping themselves and their families healthy and safe!