



WISCONSIN SPICE, INC.

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March 16, 2020

Given these uncertain times surrounding the scope and overall impact associated with the COVID-19 pandemic, I wish to provide you, our valued business partners, with an update regarding Wisconsin Spice, Inc.'s (WSI) mitigation and contingency plans. The WSI Management Team is meeting multiple times per week, assessing the appropriateness, suitability, and effectiveness of prevention measures employed by the organization, in addition to discussing contingency plans. While our ability to fulfill customer needs is part of our decision-making process, the health and well-being of our employees and the community remain at the core of our mitigation tactics and contingency plans.

Regarding WSI's mitigation actions, please refer to our updated statement released on March 16, 2020, which outlines the best practices and preventive measures employed in our facilities in an effort to limit the risk of exposure to COVID-19 among WSI and its employees. We have also established a set of policies and decision-making guidelines should COVID-19 affect our business and/or general community.

- If any WSI employee demonstrates symptoms consistent with COVID-19, we will seek immediate guidance from local health officials, the Centers for Disease Control and Prevention (CDC), and the US Food and Drug Administration (FDA), and strictly adhere to such recommendations.
- As reinforcement to WSI's position towards protecting our community, we have amended the company's Paid Leave Policy to allow for two weeks paid leave should:
 - An employee test positive for COVID-19 and require quarantine.
 - An immediate family member of a WSI employee, or someone with whom the employee shares a living space, test positive for COVID-19, as the employee will be required to self-quarantine.
 - A WSI employee be found or suspected of being in contact with any individual who has tested positive for COVID-19, as social distancing will be required.
- Any employee who travels out of state is required to notify WSI as a return-to-work decision will be made depending on the location, corresponding risk factors, and condition of the employee.
- If any WSI employee tests positive for COVID-19, production will be suspended, and immediate sanitation of the employees' common touch points will be executed. Before production resumes, WSI will consult with CDC and FDA guidelines, as well as local health officials.

There is a risk for reduced production capacity as a result of employee infection and/or employee interaction with an infected individual, and school closures. It was recently announced that Wisconsin schools are closed March 18 – April 5, 2020, thus affecting parents' work schedules. **Accordingly, WSI Management is preparing alternative work schedules, should the need arise, which allow for increased nightly and weekend production.**

We will certainly exercise flexibility in adjusting policies and guidelines as we learn more of this evolving pandemic. We will be in contact along the way shall WSI be adversely affected by this pandemic.

Sincerely,

Allen Sass

President, Wisconsin Spice, Inc.