



# WISCONSIN SPICE, INC.

478 Industrial Park Road, PO Box 190, Berlin, WI 54923

Phone: 920-361-3555 Fax: 920-361-0818

www.wisconsinspice.com

March 16, 2020

Dear Wisconsin Spice, Inc. Partners,

This is an update to the statement released March 10, 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. The following added measures have been implemented as of March 16, 2020:

- All exterior doors will be locked, including those designated for visitor, contactor, and truck driver access. Any non-WSI employee entering the facility will be required to call and complete the company's visitor questionnaire prior to entry.
- WSI's Return-to-Work policy, and corresponding questionnaire, now extends to employees who have missed work due to caring for an ill family member. As is currently required, all WSI employees who miss work due to a personal illness will be required to complete the Return-to-Work questionnaire. WSI Management will determine the employee's ability to return to work, and their job assignment, before the employee may return to normal work duties.
- WSI's Return-to-Work policy has been amended, extending to employees who have traveled outside the state of Wisconsin. Before returning to work following travel outside of Wisconsin, WSI Management will complete a questionnaire, ensuring the employee's health and well-being.
- Employees have been encouraged to demonstrate caution when considering social interaction. Employees have been reminded to regularly refer to guidelines and recommendations issued by the CDC and local health officials. Frequent reminders are issued to employees, emphasizing the importance of reporting symptoms consistent with COVID-19.
- Hand sanitizer is now required before touching the shared time clock, when clocking-out of work. WSI's GMPs have always required employees to thoroughly wash hands prior to clocking-in to work.
- Designated employees who primarily work in the office-based setting have been verified for the ability to work remotely with full operational capability.
- WSI has amended its Paid Leave Policy to allow financial assistance should any employee be affected by COVID-19.
- All business-related travel is suspended until further notice.

These added measures serve as an amendment to WSI's previous statement, issued March 10, 2020, and all previously communicated preventive actions remain in force.

We continue to monitor the situation and will update our practices and preventative measures as additional information becomes available.

If you need further information on this matter, please contact us at 920-361-3555.

Emily Wood  
Manager of QA and Food Safety  
Wisconsin Spice, Inc.

Timothy Gross  
Safety Coordinator  
Wisconsin Spice, Inc.