



WISCONSIN SPICE, INC.

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March 10, 2020

Dear Wisconsin Spice, Inc. Partners,

Wisconsin Spice, Inc. (WSI) is continually monitoring the developing pandemic associated with the 2019 novel coronavirus (COVID-19). We are following the guidance for industry provided by the CDC and local health authorities, as well as proactively implementing risk mitigation strategies.

To date, the following best practices and safety measures have been implemented in efforts to protect employees, supply chain, and customers:

- Management has communicated information pertaining to COVID-19 and its prevention with employees.
 - Information has been posted in employee break areas and at strategic points throughout the facility.
 - Discussions with all employees are conducted as new information becomes available.
- Personnel responsible for sanitation activities have increased the frequency of cleaning “high touch” surfaces. These surfaces include door handles, restroom fixtures, and employee break areas.
- Management has implemented additional requirements and oversight for handwashing activities, including direct observations of employee handwashing on a scheduled frequency.
- Additional limitations are being placed on truck drivers delivering and picking up goods. This includes limiting bathroom access and warehouse access of LTL drivers.
- Employees who have been sick are required to provide additional information to HR and Management upon returning to work. This information will determine their suitability to return to work and/or their job assignment upon their return.
- Visitors are required to provide information on recent travel and their health prior to entering the facility and office space. Approval for entry will be determined based on the information provided.
- Hand sanitizer has been placed in common and “high touch” areas as well as areas without easy access to a handwashing sink.
- Designated employees who primarily work in the office-based setting have been verified for the ability to work remotely with full operational capability.
- Essential business-related travel is limited to the United States and Canada.

Currently, we do not foresee any disruptions to our business or supply chain. We continue to monitor the situation and will update our practices as additional information becomes available.

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

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Wisconsin Spice, Inc.

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Wisconsin Spice, Inc.