



# WISCONSIN SPICE, INC.

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

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

www.wisconsinspice.com

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April 28, 2020

Dear Wisconsin Spice, Inc. Partners,

This is an update to statements released on [March 10, 2020](#), and [March 16, 2020](#), which outline the best practices and preventive measures employed in our facilities in efforts to limit the risk of exposure to COVID-19 among WSI and its employees. Through April 28, 2020, the following added measures have been implemented:

- Per CDC guidelines, employees are encouraged to not work within 6 ft. of each other. Measures have been taken to ensure meetings and shared spaces accommodate 6 ft. clearance among employees.
- An additional breakroom has been added to the production facility, thus enabling a strict requirement of one person per table while employees utilize break time.
- Newspapers, magazines and other shared materials are not allowed in the breakroom or lobby spaces.
- Common touchpoints in the entire facility are sanitized every two hours.
- Forklifts, and other shared equipment, are required to be sanitized before each use.
- All employees are required to wash their hands every two hours in addition to their normal hand washing requirements, per company policy and GMPs.
- Temperature checks have been added to the company's Return-To-Work Questionnaire.
- Daily updates on the status of COVID-19 are shared with all employees.
- All strip curtains have been tied to limit employee contact upon entry and exit of production departments.
- Inbound and outbound freight carriers are not allowed entry into the facility unless wearing an acceptable facemask. Drivers are asked to remain in their trucks until loading or unloading has been completed.
- Contractors, service personnel and visitors are always required to wear a WSI-issued facemask while in the facility.
- Employees voluntarily wearing masks are required to complete appropriate mask usage training. Training is also extended to the employees' direct supervisor(s) in order to ensure suitable monitoring of appropriate mask usage.
- Employee questionnaires are being used to evaluate employee safety.

These added measures serve as addendums to WSI's previous statements, issued [March 10, 2020](#), and [March 16, 2020](#). 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.