



WISCONSIN SPICE, INC.

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June 5, 2020

Dear Wisconsin Spice, Inc. Partners,

This is an update to the statement released April 28, 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 June 5, 2020:

- All exterior doors will be locked, including those designated for visitor, contractor, 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.
- Hand sanitizer is present in common areas throughout the facility.
- Designated employees who primarily work in the office-based setting have been verified for the ability to work remotely with full operational capability.
- On-site office-based settings have been modified to allow only one employee per office area.
- 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.
- 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. This distancing requirement also applies to shared spaces such as break rooms and meeting rooms. Signage has been added throughout the facility to remind employees of social distancing requirements.
- All employees who are unable to assure that social distancing guidelines are maintained while completing work and/or dwelling in common spaces, must wear a company issued facemask.
- Newspapers, magazines and other shared materials are not allowed in the break room.
- Common touchpoints in the entire facility are sanitized every two hours.
- All employees are required to wash their hands every two hours in addition to their normal hand washing requirements, consistent with the company's GMPs.
- Temperature checks have been added to the Return-To-Work questionnaire.
- Daily updates on the status of COVID-19 are shared with all employees.
- All strip curtains have been tied back to limit employee contact upon entry and exit of the 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 required to wear a facemask at all times while in the facility.
- Employee questionnaires are being used to evaluate the status of how employees are handling issues or feeling safe.

Employee questions on the above content should be directed to either Emily, Tim, Chris or Dave.

These added measures serve as an amendment to WSI's previous statement, issued April 28, 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.



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