

## Commercial Food Systems Safety Plan

Commercial Food Systems takes the health and safety of our employees very seriously. In response to the spread of “COVID-19,” a respiratory disease caused by the novel coronavirus, the Company has developed this COVID-19 Safety Plan as part of our efforts to reduce the potential for exposure to and spread of the coronavirus. This Plan is based on information available from the U.S. Centers for Disease Control and Prevention (“CDC”), the Occupational Safety and Health Administration (“OSHA”), and the State of Indiana and is subject to change based on further guidance from these and other public health agencies. The Company will monitor coronavirus-related guidance and will communicate any changes to this Plan.

Please familiarize yourself with this plan. We are counting on all employees to do their parts to promote a healthy, safe working environment. If you have any questions about the Plan, please contact Scott Wright.

### **I. Employee Health Screening Process.**

Commercial Food Systems has instituted the following health screening process for all employees reporting for work on-site at our facilities:

- *Temperature Screening*
  - *Upon reporting for work, each employee may have his or her temperature taken.*
  - *An employee with a temperature of 100.4 degrees Fahrenheit or higher will be asked to return home and not report to work until his or her temperature stays below 100.4 degrees Fahrenheit for 72 hours without the use of fever-reducing medication.*
  
- *Symptom Assessment Questionnaires*
  - *Upon reporting for work, each employee may be asked a series of questions to gauge whether they may be exhibiting symptoms consistent with COVID-19. Symptoms of COVID-19 include cough, shortness of breath, and difficulty breathing. Additionally, people may have COVID-19 if they exhibit at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, and new loss of taste or smell.*
  - *An employee exhibiting symptoms of COVID-19 will be asked to return home and not report to work until at least 72 hours after recovery from all symptoms.*
  
- *COVID-19 Testing and Diagnosis*
  - *Any employee who tests positive for COVID-19 or is diagnosed by a healthcare provider with COVID-19 should not report to work but should immediately notify Human Resources.*
  - *Any employee who tests positive for or is diagnosed by a healthcare provider with COVID-19 must stay out of the workplace for at least 10 days after illness onset (the date symptoms begin) and at least 3 days after recovery (the day symptoms are resolved, including the resolution of fever without fever-reducing medications).*

We remind our employees they should stay home when they are sick. Additionally, when coughing or sneezing, employees should use proper etiquette, including turning away from other individuals and coughing/sneezing into their elbow.

*We also remind our customers and visitors they should stay home when they are sick. Additionally, when coughing or sneezing, employees should use proper etiquette, including turning away from other individuals and coughing/sneezing into their elbow.*

## **II. Enhanced Cleaning and Disinfecting Protocols for the Workplace**

The following enhanced cleaning and disinfection protocols will be in place until further notice:

- *Disinfectant wipes will be available in our facility. We ask each employee regularly to wipe down any area in the employee's personal workspace where the employee has been in contact with high-touch surfaces, including keyboards, telephones, light switches, sinks, tables, and handles.*

## **III. Enhanced Personal Hygiene Measures**

Commercial Food Systems requires all employees to wash their hands with soap and water regularly and thoroughly, including at the beginning of each shift and upon returning from any break. In addition:

- *Commercial Food Systems is providing hand sanitizer dispensers in the workplace for employees, customers, and guests to use.*
- *We are providing tissues and no-touch disposal receptacles throughout the workplace for employee use.*

## **IV. Social Distancing**

Commercial Food Systems requires all employees, customers, and visitors to follow the social distancing requirements established by the CDC, including maintaining six-foot social distancing for both employees and members of the general public as practicable. In addition:

- *Employees may wear masks while on company premises.*
- *Delivery drivers are encouraged to wear masks and protective gloves during working hours.*
- *Customers and visitors may wear masks while on the company premises.*