

To Our Valued Partners and Community:

Charlie's Produce top priority has always been the safety and wellbeing of our employees. We write this letter to share information about how we continue to operate safely and effectively for the sake of our community. Our customers and employees should be rest assured that Charlie's Produce management team is closely and continuously monitoring and taking action towards the coronavirus (COVID-19) situation, including conducting daily updates and responses to this evolving situation.

Charlie's Produce will do everything in its power as outlined in our summarized Action Plan below to safeguard employees' health and well-being during a coronavirus outbreak while ensuring Charlie's Produce's ability to maintain essential operations and continue providing essential services to our customers is maintained. Within the plan are specific action items Charlie's Produce is taking to safeguard employees' health and well-being.

Action Items

Charlie's Produce is actively devoting significant resources and efforts to help mitigate against possible adverse impacts from the coronavirus, and will continue working hard to provide the level of service customers have come to expect.

- Proactive & Periodic OSHA Based COVID-19 Facility Assessments Introduced
- Company Wide Pre-Shift Fever & Health Checks Initiated
- Work Areas Retrofitted to Achieve Effective Social Distancing
- Office Work Stations and Common Areas Outfitted with Plexiglas Barriers
- Maximum Employee Occupancy Reduced In Offices, Lunchrooms/Break Areas
- Employee Prevention, Symptom Awareness, & Response Training Applied
- Instituted Mandatory Face Covering for all Onsite Personnel
- Maintaining Effective Proper Good Hygiene & Physical Distancing Measures
- UVC Light Bulbs installed in Various Areas and HVAC Systems
- Sufficient Inventory Levels of Personal Protective Equipment Achieved
- Transportation Disinfection & Exposure Reducing Policies Implemented
- Escalated Workplace Disinfection Schedules for All Facilities and Vehicles
- Limitations on Business Travel and Hotspot Travel Restrictions Implemented
- Significant Portions of Our Business Functions Moved to Telework
- Launched Microsoft Teams Company Wide to Minimize In-Person Meetings
- Emergency Management Committee Activated and Meeting Weekly
- Coordination with Local Health Departments to Properly Align our COVID Response Plan Exposure/Confirmed COVID-19 Response Strategies Developed & In Place
- Dedicated Internal Resources & Medical Plan Infor Readily Available to Employees
- Flexible Employee Leave and Pay Initiatives In Place
- Ensuring Product Quality & Safety Through our Certified Food Safety Plans

Charlie's Produce will continue to monitor the situation with guidance from the WHO, CDC, OSHA, and local authorities to ensure the safety of our employees, their families, and our communities. Furthermore our business continuity plan will be continuously reviewed and updated to ensure that it effectively accounts for this evolving situation.

- **Sincerely, Charlie's Produce**



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PRODUCE**
CULTIVATING FRESH