

Memo

To: All Employees
Date: March 13, 2020
Re: Coronavirus (COVID-19) Precautions in the Workplace

As the world health community continues to monitor closely the emergence of COVID-19, no one knows how severe this outbreak will be. Given this uncertainty, Schiff's Food Service is taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage practices protecting the health of our employees, customers, visitors and others. We also want to ensure the continuity of business operations during this global pandemic.

Therefore, we are asking all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are encouraged to participate in, and understand the importance of the following:

- Wash your hands frequently with warm soapy water for at least 20 seconds or when unable, use hand sanitizer generously.
- Cover your mouth and nose with a tissue whenever you cough or sneeze or use the inside of your elbow.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid contact with people who are sick or have respiratory symptoms.
- Clean frequently touched surfaces in your immediate work area as often as possible.
- Stay home when you are sick.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, or shortness of breath in conjunction with sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. The CDC recommends that employees remain at home until at least 24 hours after they are free of a fever and/or these symptoms.

Please contact me in Human Resources with any questions or concerns you may have during this uncertain time and we can work through it together.

Thanks,

Chris Murray/Director of Human Resources