

TO: PFSbrands and PFS Blends Customers and Partners
FROM: Jeremy Galloway, Quality and Product Development Manager
SUBJECT: COVID-19 Update
DATE: March 6, 2020

As the world continues to watch the evolving situation unfold pertaining to the Coronavirus/COVID-19, everyone is diligently working to prevent contact and preparing a response if contact is made with an infected individual. PFSbrands continues to monitor the situation through national and local media outlets as well as updates from governmental agencies such as the USDA, FDA and CDC.

Proactively, we have reached out to all of our suppliers and co-packers to determine the risk level of product safety and as well as product availability. Presently we do not source any food products that come from China, however the impact from a Chinese business disruption can undoubtedly have a global effect on commerce. Our suppliers have all performed risk assessments of personnel hygiene procedures and product sourcing. Our suppliers have assured us that every precaution is being taken to limit the food safety risk and guard against a business disruption due inventory issues and shipping delays. Particularly extra precautions are being taken to deter anyone feeling sick from entering plants as well as extra emphasis being placed personal hygiene processes such as extra handwashing and utilizing extra sanitizing stations throughout the manufacturing facilities. At this point we do not foresee any upcoming issues pertaining to safety or inventory of any products we supply.

PFSbrands and PFS Blends personnel have been instructed to not come to work if they are feeling sick. Our corporate offices and manufacturing facility are being stocked with extra hand sanitizing stations and hand-washing is being reinforced to all individuals, particularly those that are in direct contact with food and food contact products. We have also given the following best practices, as delivered by the CDC, to all of our employees:

- **Avoid contact with sick people.**
- **Avoid touching your eyes, nose, or mouth with unwashed hands.**
- **Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60%–95% alcohol. Soap and water should be used if hands are visibly dirty.**
 - **It is especially important to clean hands after going to the bathroom; before eating; and after coughing, sneezing or blowing your nose.**

We have also instructed any of staff to not travel if they feel any symptoms of sickness to limit any transmission.

The safety of our employees, customers, and the food products we provide of top importance to us. We will continue to communicate with our supplier network to ensure proper precautions are being taken to limit risk. We will also continue to reinforce proper hygiene in our facilities and communicate any updates to our customers as they may arise.