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March 16, 2020

Heidelberg Family- Operations Associates,

Governor DeWine & Governor Beshear and their Teams (and the Federal Gov) continue to make decisions to support flattening the infection curve of COVID-19.

In Ohio - all bars and restaurants have closed, starting Sunday Mar 15 @ 9p. (Illinois, New Jersey & California are implementing similar strategies).

We will take these Actions- Rational & Common Sense decisions & Grace!

- Practice Social Distancing = Physical Distancing - Arms Length at Min, 6 ft is recommended
- Assign High Traffic surface cleaning responsibilities at each operation
- **We will ask you to work from home if you can**
  - Only critical on site positions are needed at the operation/office/facility/distribution center (confirm with your Direct Supervisor & GM)
  - We will not congregate when at the office - keep your distance
- **Stay home if you have special concerns for your risk of exposure (examples, over 60+ and/or have a compromised immune system)(please discuss with your Direct Supervisor & GM)**
- Sales Pros - Please Tell-Sell and use text & email as much as possible
  - Possible reduction of number of Sales Pros calling on an account
  - Possible reduction of merchandising - fewer people in the market at a time
  - Focus on Full Cases as much as possible
  - We will do what we can for our customers - Taking care of each other first - Grace!
- We are Still going BIG NOW - Taking care of the marketplace (our customers) as best as possible as long as possible while staying focused on each other
- We will continue to support our community - making sales calls and making deliveries - practicing common sense safety as long as we can
  - We will be running a reduced delivery schedule, due to the new order closing Restaurants & Bars
  - We may be delivering Restaurants and Bars that are providing take out and delivery
- Each GM has developed the operational plan and communication plan by city/market/facility
  - Thank you to each one of you - for working together to build our plan and execute the plan
  - Please continue to communicate with your direct supervisor
- **Everyone will continue to be able to utilize the Company's current PTO policies and evolving Temporary PTO policies (which includes an additional one week of PTO to add to current entitlement)- taking us through the next 2 weeks - Mar 30.**
- **We Will Stay home if we are sick or have been exposed to someone who is sick**

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- We will stay in contact with our direct supervisor
- We will continue to communicate with Heidelberg associates on a regular basis
- We will get through this Together – Life does Roar!



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### Just to Repeat -

Protect yourself and your colleagues' health!

For your Safety and the Health of all Associates, it's imperative that we are all rigorous and disciplined about personal hygiene and health practices.

- If you are sick with any symptoms, stay home. It is critical that those with illness seek medical attention and avoid transmission
- Anyone who has a sick family member should work from home, even if they themselves are not showing symptoms
- Even when in the office, reduce what you touch and keep your hands clean and keep 6ft distances (Social Distancing)
- **If you are sick, do not come to work**
- Maintain good hygiene practices: Wash your hands often with soap and water or use hand sanitizer. Use a tissue and cover your mouth when you cough or sneeze, or cough or sneeze into your elbow. Avoid touching your face, eyes, nose or mouth with unwashed hands.
- Suspected or confirmed cases of COVID-19 exposure: If you have personally contracted COVID-19, or have been in close contact with a person with a confirmed case, **it is mandatory that you do not come to the office for 14 days.** In such cases, please inform your Direct Supervisor so we can attempt to notify potentially impacted individuals.

Ohio Department of Health website, [www.Coronavirus.Ohio.Gov](http://www.Coronavirus.Ohio.Gov) has updated information and resources, including specific guidance for businesses and employers, which can be found here. ODH has also opened a call center to answer questions from the public regarding the virus. The call center will be open 7 days a week from 9:00 a.m. to 8:00 p.m. and can be reached at 1-833-4-ASK-ODH (1-833-427-5634).

Kentucky has kicked off a similar website, [www.kycovid19.ky.gov](http://www.kycovid19.ky.gov) and phone line 800-722-5725.

Breathe, Stretch, Stay Calm, Practice Common Sense, Get some Sleep, Hydrate, Eat, Communicate with each other, Stay safe and well.

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