



WINE | BEER | SPIRITS
FAMILY OWNED & OPERATED
SINCE 1938

March 18, 2020
Heidelberg Family,

We all need some rest, a break and some home time.

Hour by Hour, Day by Day... Rational & Common Sense Decision making, Consistent Communication, anchored with Grace!

The Current Action Plan (subject to change with rapidly evolving situation) ~

3/20: Limited Activity & Limited Sales Pro activity in the field (recommend stay home)

3/21: All buildings closed; No deliveries; No retail activity (may need a couple of associates to receive incoming inventory)

3/22: All buildings closed; No night crew; No retail activity (may need a couple of associates to receive incoming inventory)

3/23: No Deliveries

3/23 - 3/26: Sales Teams writing orders (tell-sell, email & text as much as possible; 3pm Download cutoff; The Mighty Night Crew in action

3/27: Sales Professionals Limited Activity in the field (recommended to stay home)

3/28: All buildings closed; No deliveries; No retail activity (except incoming inventory)

3/29: All buildings closed; No night crew; No retail activity (except incoming inventory)

Other notes ~

- Please write full case orders only unless absolutely necessary (very limited bottles)
- GM'S, OP's and GSM's work together to manage Tuesday thru Friday deliveries
- CDMs will communicate this schedule to the chain buyers ASAP.
- Limited office staff on all of these days.
- Review attachments
- Take care of each other and your families – stay calm and relaxed, yet focused on the smart practices – hand washing & physical distancing
- Please Stay home if you or anyone in your home is sick
- We will get done what we can when we can

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

We will get through this together.

Grace and Gratitude - VMJ

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