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SINCE 1938

5.1.2021

Heidelberg Family,

Today marks the Return of the Kentucky Derby to the traditional First Sat of May! April brings a special intensity for our Kentucky & Southwest Ohio Teams - Thank you!

We are looking for additional Associates to support Operations (Mighty Night & Day Crews and our Dedicated Delivery Teams) - Please think of Heidelberg - Friends, Neighbors, and Acquaintances that are looking for an opportunity.

Another month begins... This Team continues to deliver valuable support to each other, to our customers and to our communities! Congrats & Thank you!

Great Reminders below... Thank you for reading... Thank you for striving for Excellence in all we do! Continuous Improvement!

Yes - Thriving, Adapting, and Leading the Way!

It takes each of us, in our individual roles, doing our best, so we can all be our best!

Calm and Rational Action, Grace, Gratitude, Consistent Communication & Common Sense!

And, Collaboration ~ Getting the Job done Together Internally, so we can Compete Externally!

On Going Action Plans -

- We are stable - the business and our work force - Thanks to each of You!
 - Grateful to be Working & Recognizing the Responsibility
 - Each Dept - Sales, Delivery, Operations, Admin, Mgt - It takes the Heidelberg Wheel!
 - Extra Big Shout Out to the rest of the Wheel - IT, Creative Services (Printing & Communications), Supply Chain, Logistics, Revenue Mgt (Together We Win!)
 - Continuous Improvement & Life Long Learning
 - Cheers to Our Savvy Sales Force, Our Awesome Admin, Our Mighty Night Crew and Our Dedicated Delivery Team - You Truly Roar! Lead from the Front!
 - Together We Win!

WWW.HEIDELBERGDISTRIBUTING.COM

Life **ROARS** *through us*

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- And to our GMs and Mgt - Everyday - caring and communicating, calming and directing - Thank you!
- We will continue to work remotely and practice social distancing/ physical distancing in our facilities until further notice (**any changes will have a 30 day notice**)
- We will continue our current pay platform for our sales department until further notice (**any changes will have a 30 day notice**)
- We will continue to Mask UP! This is a Huge thing, an uncomfortable thing, the Right Thing - Thank you for wearing! (**See attached amended order for Ohio**)
- We will continue staying in touch with our On-Premise customers - so many unknowns for our On-Premise friends
- We will continue developing new skills around sales planning, programming, education & communication - via Zoom
 - Improved Communication Connections - Meeting Rhythms bring routine and reduce anxiety, providing more clarity & improving speed of decisions
- We will continue our DEI Journey - Diversity, Equity & Inclusion
 - DEI Council (10 Associates), Professional Advisor - Dr. Karen Townsend <https://www.linkedin.com/in/dr-karen-m-r-townsend-096836/>
 - A Diverse and Inclusive Company is a Stronger Company
- We will continue Innovating - Marketing Mindset - Social Media - Building Brands, Winning Consumers, Interacting with our suppliers and supporting our Retailers - Growing our Social Network
 - Do you follow us? - Facebook, Twitter, Instagram
 - Do your friends and customers follow us?
 - Let's build our network... Expand our Reach!
- We will maintain a focus on selling more full cases and fewer bottles
- We will maintain our Leadership in Luxury, Rare & Special Wines from around the World
- We will continue reviewing PTO (paid time off) sensitivities and action plans
- We will continue to support our Communities, our Local Retailers and our Local Restaurants
- We will continue to "Strive for 5" - staying connected to Co-Workers, Friends & Family Members
 - Daily - Connect, Communicate, Inspire
 - Invest in relationships, Stay mentally agile, Share praise, Celebrate
- We will get through this together - Life Roars!
- The Better we become, the more Opportunities we have!

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This Reminder helps me every day ~

Attitude is a choice. Happiness is a choice. Optimism is a choice. Kindness is a choice. Giving is a choice. Respect is a choice. Whatever choice you make, makes you. Choose wisely.” — Roy T. Bennett, The Light in the Heart

The Critical Behaviors:

Opportunities to serve our communities, comes with great responsibility ~ We must stay vigilant ~

- Check your temperature daily
- PLEASE - Stay home if High Temp or you are sick
 - Your Team, Your Friends, Your Family are counting on you to do the Right Things
- Stay in touch with your director supervisor
- Stay in touch with friends & family and co-workers - Connections matter
- **Practice social distancing/physical distancing all the time**
- Wash hands as often as possible
- Sanitize high touch/high traffic areas frequently
- Don't touch your face
- Cough into elbow, not your hands
- Practice Common Sense

www.Coronavirus.Ohio.Gov
www.govstatus.egov.com/kycovid19

Hour by Hour, One Day at a Time!

Breathe, Stretch, Stay Calm, Practice Common Sense, Get some Sleep, Hydrate, Eat Healthy, Share a Smile, Communicate with each other – Stay Connected - Strive for 5, Stay Safe, Stay Disciplined and Stay Well.

Let's Roar More in 2021!

Continued Grace & Gratitude,

VMJ

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DIRECTOR'S ORDER

Re: Director's Amended Order for Social Distancing, Facial Coverings and Non-Congregating

I, Stephanie McCloud, Director of the Ohio Department of Health (ODH), pursuant to the authority granted to me in R.C. 3701.13 to "make special orders...for preventing the spread of contagious or infectious diseases" **Order** the following to prevent the spread of COVID-19 into the State of Ohio:

1. **Preamble:** Everyone should wear a mask when engaging with others outside their household. Facial coverings have proven to be an effective weapon in the fight against COVID-19.

As we head into spring and the weather is more pleasant, everyone should, whenever possible, be outside for activities and gatherings. The spread of COVID-19 is significantly less outdoors and compared to indoors.

Continuing to wear a mask, socially distance and avoid large gatherings will get us to the goal of 50 cases per 100,000 over a two-week period that bring an end to Health Orders. Only by following the basic precautions can we continue to lower the number of cases.

2. **Facial Coverings (Masks).**

- a. Except as provided herein, all individuals, in the State of Ohio shall wear facial coverings at all times when:
 - i. In any indoor location that is not a residence;
 - ii. Outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their family/household; or
 - iii. Waiting for, riding, driving, or operating public transportation, a taxi, car service, or a ride sharing vehicle. This does not apply to private or rental vehicles where members of a family/household are sharing a vehicle.
- b. The requirement to wear a facial covering does not apply when:
 - i. The individual is under ten years of age;
 - ii. A medical condition including those with respiratory conditions that restrict breathing, mental health conditions, or disability contraindicates the wearing of a facial covering;
 - iii. The individual is communicating or seeking to communicate with someone who is hearing-impaired or has another disability, where the ability to see the mouth is essential for communication;
 - iv. The individual is alone in an enclosed space, such as an office, or in lieu of an enclosed space, the individual is separated by at least six feet in all directions from

all other individuals, and in either case the space is not intended for use or access by the public;

- v. The individual is actively engaged in exercise in a gym or indoor facility so long as six or more feet of separation between individuals exists;
 - vi. The individual is actively participating in athletic practice, scrimmage, or competition that is permitted under a separate Department of Health order;
 - vii. The individual is actively engaged in a public safety capacity, including but not limited to law enforcement, firefighters or emergency medical personnel;
 - viii. The individual is seated and actively consuming food or beverage in a restaurant, drinking establishment, catering or banquet facility;
 - ix. Facial coverings are prohibited by law or regulation;
 - x. Facial coverings are in violation of documented industry standards;
 - xi. Facial coverings are in violation of a business's documented safety policies;
 - xii. Individual is actively participating in broadcast communications;
 - xiii. Individual is an officiant of a religious services; or
 - xiv. In an industrial or manufacturing facility, employees are separated by at least six feet in all directions, or by a barrier in a manufacturing line or work area.
 - xv. Child care centers, family child care, in-home aids, day camps, and after school programs licensed by the Ohio Department of Job and Family Services (ODJFS) that comply with current and future guidelines set forth by ODJFS and the Ohio Department of Health.
- c. The Director's Order signed August 13, 2020 Requiring the Use of Facial Coverings in Child Education Settings remains in effect and supersedes any conflict with this Order. Only those exemptions listed in the August 13, 2020 Order apply in the education settings.
- d. Nothing in this order is intended to interfere with the separation of powers under the Ohio Constitution. Businesses must apply exceptions to wearing a mask equally to all persons. This Order does not apply to jails or prison facilities. This Order is not intended to supersede, supplant or preempt any order or law of a local jurisdiction that is more restrictive than this Order. For the purposes of this Order, a facial covering (mask) is any material covering an individual's nose, mouth, and chin.
- 3. Congregating.** Individuals must avoid gathering in groups and attempt at all times to maintain social distancing. When gathered together, individuals should be in a group of no more than ten individuals that is separated from other groups by at least six feet. Each individual should perform a daily health assessment and stay home if you have a fever, cough, or other signs of possible corona virus.
- 4. Social Distancing Requirements.** For purposes of this Order, Social Distancing Requirements include maintaining at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch

surfaces, and not shaking hands. Where possible, designate with signage, tape, or by other means six-foot spacing for employees and customers in line to maintain appropriate distance. Have hand sanitizer and sanitizing products readily available for employees and customers.

5. Sanitation.

- a. Hand washing or sanitization upon entry to facility.
- b. Use sanitizer products that meet the CDC guidelines.
- c. Have sanitizer available throughout businesses and organized events for employees and patrons.
- d. Routine disinfection of high-contact surfaces, desk workstations, restrooms, and equipment.

6. Large gatherings. Organizers and managers should conduct the event in a manner that discourages individuals from standing or sitting close together in buildings or on other parts of the grounds or premises. Where possible, the organizers and managers should provide one-way traffic in buildings or other areas, where doing so will help people maintain social distancing.

7. Exhibitions, competitions, and auctions

- i. Participants, spectators, and judges shall, when possible, maintain a distance of six feet between each other.
- ii. Family members of the participants shall have priority in the viewing area.
- iii. Each family should group together in the viewing area, and there should be six feet between families.
- iv. Microphones shall be sanitized after each person uses the microphone.
- v. Organizers should consider the use of a virtual exhibitions, competitions, and auctions, although this is not required. Priority seating shall be family members of participants and buyers at auctions.

8. Fixed Seating

- i. The maximum number of spectators permitted to be in attendance at an indoor facility with fixed seating shall be twenty-five percent of the capacity of the facility with fixed seating.
- ii. A distance of six feet should be maintained between seated spectators with groups of no more than ten people seated together.

9. Signage

- i. All businesses and organized gatherings, where possible, shall post clearly visible signage at all entrances to each of their grounds or premises requiring all persons entering to wear a facial covering. The text shall state that all persons are required to wear a facial covering and engage in social distancing at all times in or on the grounds or premises. Such signage is available for download from

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/responsible-restart-ohio/Posters-and-Signs/> Any entity requiring assistance printing signage should contact the Ohio Department of Health Call Center at 1-833-4-ASK-ODH (1-833-427-5634).

10. Buildings

- i. Buildings accessible to the public shall strive to maximize ventilation, including opening doors and windows. Indoor facilities are expected to employ filtration of MERV 13 or higher as soon as practicably possible.

11. Food and Beverages

- i. Restaurants, drinking establishments and catering or banquet facilities shall require patrons to be seated while actively eating or drinking. The tables should be six feet apart, unless there is a physical barrier, and seat no more than 10 persons per table. Facial coverings are to be worn when not seated, in compliance with the requirements of this Order.
- ii. At all other organized gatherings, it is recommended that areas be designated for tables and seating for food and drink consumption. The tables should be six feet apart and seat no more than 10 persons per table. Food and drink should be consumed while seated.

12. Confirmed Cases.

- a. Immediately isolate and seek medical care for any individual who develops symptoms.
- b. Contact the local health district about suspected cases or exposure.
- c. Organizer must maintain a complete list of coaches, players, and employees present at each event to include the date, beginning and ending time of the event, plus name, address, and phone contact to be made available upon request from local health district.
- d. It is recommended that, if possible, work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- e. It is recommended that, if possible, once testing is readily available, test all suspected infections or exposures.
- f. It is recommended that, if possible, following testing, contact local health department to initiate appropriate care and tracing.
- g. Students:
 - i. For athletes and students involved in extracurricular activities whose exposure was not in a classroom setting, CDC continues to endorse quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances [the] reduced burden [of quarantine] against a small possibility of spreading the virus [beyond 10 days]. CDC recognizes that reducing the length of quarantine may make it easier for people to quarantine by reducing the time they cannot play sports. Players, coaches, officials, or other individuals who had close contact (within six feet of an

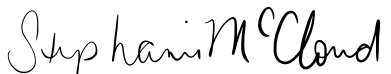
infected individual for at least 15 minutes) or who had direct physical contact with the person (e.g., who were coughed on or sneezed on by the infected person) and who remain asymptomatic may consider the following to consider stopping quarantine:

- After day 10 without testing
 - After day 7 after receiving a negative test result (test must occur on day 5 or later)
- ii. However, youth who are not required to quarantine due to exposure occurring in a classroom setting under the school-based exposure guidance are permitted to participate in organized sports activities and extracurricular activities as long as they remain symptom free and follow applicable guidance.

13. Clarification on Protected Activity. Other than the Facial Coverings (Masks) requirements of this Order, the Social Distancing, Congregating and capacity requirements of this Order do not apply to religious observances and First Amendment Activity, including activity of the media, as has been the case in Ohio since the beginning of the pandemic.

14. Duration. This Order shall be effective immediately and remains in full force and effect until the Director of the Ohio Department of Health rescinds or modifies this Order.

Accordingly, I hereby ORDER that the Social Distancing, Facial Coverings and Non-Congregating requirements remain in effect. This Order shall remain in effect until the Director of the Ohio Department of Health rescinds or modifies this Order. To the extent any public official enforcing this Order has questions regarding what services are prohibited under this Order, the Director of Health hereby delegates to local health departments the authority to answer questions in writing and consistent with this Order.



Stephanie McCloud, Director

April 8, 2021

Date