



To our valued customers and partners,

We, at Ben E. Keith, continue to take precautions and actions to keep our offices and facilities clean, and ensure the well-being of our employees, customers, and suppliers, by following the protocols from the Centers for Disease Control and Prevention (CDC). As the COVID-19 pandemic continues, we are beginning to see signs of businesses resuming, including many of our customers' business. We want to provide an overview of the procedures we are implementing to help ensure the health and safety of those involved in our business.

Employee Symptom Tracking and Reporting: We continue to emphasize the importance of symptom monitoring and are asking employees who feel ill to remain at home. We are conducting employee screenings, including temperature checks and symptoms overview, prior to entering our offices or warehouses. Our Human Resources department is monitoring employee health daily and taking the necessary precautions as part of our employee illness tracking program.

Cleaning and Sanitation Practices: We have enhanced our cleaning and sanitation procedures across all our offices and warehouses. Our truck drivers, along with those handling and/or transporting products, have received additional guidance on disinfecting and sanitizing. We've provided sanitizers, disinfecting solutions, disinfectant wipes and other cleaning products to our employees to support the regular cleaning and sanitizing of their workspaces and work areas.

Personal Protective Equipment: We encourage our employees to abide by local ordinances and wear masks where appropriate or if it makes employees feel safer. We are not mandating our employees wear masks. However, we are mandating masks when a delivery is made to a customer at a healthcare or senior living facility. Employees are also encouraged to wear cloth or work gloves when handling cases, paperwork from outside vendors and using equipment in the warehouse and on trucks.

Delivery Safeguards: According to the United States Food & Drug Administration, there is no evidence of food or food packaging being associated with the transmission of COVID-19. The CDC and World Health Organization still indicate there is a very low likelihood of transmission of COVID-19 via packages and products. In an abundance of caution, trucks, tractors and cabs are regularly sanitized, and drivers should always wear gloves during deliveries. We encourage drivers to maintain six feet of social distancing during deliveries, where possible.

COVID-19 Workplace Best Practices: Ben E. Keith is implementing standard best practices recommended by the CDC and other credible organizations. We are encouraging employees to maintain social distancing of at least six feet. We are reducing workforce density in offices and warehouses to support social distancing. We are limiting outside visitors to our facilities and limiting attendance at in-person meetings. We have established our locations as "handshake free" and are encouraging frequent hand washing.

We will continue to monitor the situation and adjust our operating practices and protocols based on recommendations from the CDC. Please visit our COVID-19 resource page at www.benekeith.com/food/covid for more information and additional resources.

We thank you for your partnership during these unprecedented times. Stay safe.

Mike Sweet

President

Ben E. Keith Foods