



March 11, 2020

Variety FoodServices Employees:

By now, you have all heard about the potential spread of Corona Virus, more specifically named COVID19. The health and safety of our employees is at the heart of Variety FoodServices' values, and with the recent confirmation of cases in the state of Michigan, we'd like to help you stay healthy.

### **Stay Healthy and Avoid the Spread of Germs**

Many of the recommendations made by the Centers for Disease Control (CDC) to reduce the spread of germs are the same steps you should take during the flu season. They include:

- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Stay home when you are sick
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Follow the CDC's recommendations for using a facemask (recommended only for those with symptoms or taking care of someone with symptoms)
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing

### **Receiving Update**

- We will be closely monitoring who is in our building in an effort to reduce any unnecessary exposure to the virus
- As of March 11, we will not allow any over-the-road drivers into the warehouse until further notice. Our receiving team will work closely with our carriers to enforce this policy
- All paperwork will be faxed or emailed to avoid contact with the driver

**The symptoms of COVID-19, which may appear 2-14 days after exposure, can include:**

- Fever
- Cough
- Shortness of breath

If you develop symptoms, do not come to work. Instead, follow normal call-in procedures and contact your doctor. **Do not go to an urgent care facility or emergency room unless directed to do so by a medical professional.**

The potential spread of COVID-19 is a developing situation. Variety FoodServices will continue to monitor the issue through the CDC, state, and local health departments. We will update you as more information becomes available.