



April 13, 2020

**Re: Our ongoing response to COVID-19**

Dear customer,

We here at Martin's take our responsibilities to you, our employees, and our communities seriously. We appreciate that we provide an essential good and play a critical role in your supply chain. As the situation with COVID-19 continues to unfold, we want you to know how we are responding.

We are closely monitoring the situation and evaluating our responses as circumstances evolve. We are actively implementing mitigation strategies and the recommendations of public health authorities. Among other things, we

- ) Are screening employees and testing their temperatures at the start of their workdays.
- ) Are providing employees with masks to wear at work.
- ) Have staggered start and break times.
- ) Have made telecommuting arrangements where appropriate.
- ) Have implemented social distancing protocols at our facilities and we continue to remind our employees and independent distributors to observe such protocols elsewhere.
- ) Continue to remind our employees and independent distributors to exercise best practices as regards personnel hygiene (e.g., frequent hand washings, etc.).
- ) Added additional hand wash receptacles throughout our facilities (including all facility entrances) and we require all personnel and guests to wash their hands upon entering our facilities.
- ) Have increased the sanitizing frequency of high touch surfaces and common areas in our facilities.
- ) Are directing employees who report symptoms not to come to work and we have established procedures to ensure that such employees are not infected before they return to work.
- ) Have established sanitizing protocols should an employee report a confirmed case.
- ) Have canceled or postponed large in-person meetings or we will conduct such meetings via telephone or video.
- ) Have suspended nonessential travel and restricted visits to our facilities to essential persons.
- ) Have established quarantine protocols for employees who become infected or travel to designated hot spots.

As regards food safety, we continue to exercise good manufacturing practices in our bakeries. We frequently sanitize our equipment and facilities in accord with our established procedures and schedules. Our bakery personnel wear personal protective equipment on the bakery floor (masks, gloves, hairnets, smocks, etc.) and observe good personal hygiene practices (e.g., washing hands before entering the bakery floor, etc.). Moreover, the FDA states that there is no evidence of food or food packaging being associated with the transmission of the coronavirus.

Again, we recognize that we provide an essential good and play a critical role in your supply chain. We plan to continue to operate our business and provide you with our products subject to and in accordance with the directives of our governing authorities. If you have any questions, please feel free to reach out to your contacts in our Sales Department.

All best,  
Dennis Wenrick, Vice President of Sales and Marketing