



COVID-19 Response Plan

With the current outbreak of the novel coronavirus (COVID-19) impacting our communities, we have taken the following measures, in addition to our regular sanitation routine, to protect our staff and customers:

- Increase frequency of sanitizing common areas in our wholesale facilities such as door knobs, light switches, faucets, and tables.
- Sanitize public and commonly touched areas in our retail locations every two hours.
- Hand sanitizers will be available at all our locations including on each delivery vehicle.
- Additional daily sanitation on all delivery vehicles.
- Encourage unwell employees to stay at home until all symptoms are clear.
- Any visitors coming into our production facility must wash their hands and/or use hand sanitizer provided by the entrance.
- Ask employees to limit non-necessary travel and require them to self-quarantine if returning from a high-risk region.
- Reach out to our suppliers about the additional measures they are taking to ensure the safety of our ingredients.
- If any employee's household family member is tested positive for COVID-19, the employee will self-quarantine for 14 days before returning to work.

In the event of any employee testing positive for COVID-19, we will follow these procedures:

- The employee will remain away from work receiving appropriate medical care until medically cleared to return to work.
- Inform affected customers about the situation.
- Shut down production of the specific facility for a thorough sanitation. Other Acme Bread sites will provide production support to fulfill orders to the best of our ability.
- Remove and destroy any product that the employee could have had contact with after it was baked and any open packaging materials that were in the facility at the time of diagnosis.
- Any employees in close contact with the diagnosed person will be sent to a public health laboratory or other qualified laboratory for COVID-19 diagnostic tests and remain quarantined until results are released.