



**MANUFACTURING
GROUP, LLC**

Coronavirus Prevention

March 22, 2020

Dear S&G Manufacturing Group Customer:

The world health community is continuing to monitor closely, the emergence of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019 (COVID-19). No one knows how severe this outbreak will be. With this uncertainty, we are taking proactive steps to address a number of business concerns.

We are taking into consideration the possibility that a widespread Coronavirus outbreak would create distinctive challenges for the foodservice industry.

Areas for action to include:

- Education for S&G associates regarding coronavirus, its transmission and practices to reduce the possibility of spread and/or infection.
- Implementing social distancing (enforcing safe distance between colleagues) and limiting handshakes and face-to-face meetings.
- Restricting non-essential business travel. S&G has halted all international travel on behalf of the company. Additionally, we are discouraging any non-essential domestic travel where possible. These potentially affects customer visits, tradeshow, etc. If you are unsure what is deemed "non-essential" travel, please discuss with your S&G sales representative. S&G has many forms of teleconferencing. We are happy to join your meeting or event remotely when possible.

In the event of a general health emergency involving an infectious disease such as coronavirus, S&G will continue to operate in accordance with our established service continuity plan, which includes:

- Updated business continuity scenarios that consider both client issues and S&G responses.
- Workforce planning, including skills inventories, alternatives to traditional office models and disease prevention measures.
- Identification of a crisis management team.
- Colleague and Client communication strategies.

It is important to note that the coronavirus situation is rapidly changing. Rest-assured that S&G Manufacturing Group is continually monitoring the situation.

Please contact your S&G sales representative with any questions or concerns.

Thank you for your continued partnership.

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