



CORPORATE OFFICE
20010 FISHER AVENUE
POOLESVILLE, MD 20837

FAX 301-349-2030
www.fsp98.com

March 17, 2020

Dear Valued Clients:

FoodService Partners is committed to continuing to provide everyone we serve with the safest possible food. Our focus is to ensure we meet our clients' needs, while doing our part to keep your members and customers, our employees, our families, and our communities safe.

We are closely monitoring the guidance from the World Health Organization, CDC, FDA and USDA regarding the spread of the virus.

The CDC, FDA and the USDA have confirmed that, "Currently there is no evidence of food or food packaging being associated with transmission of COVID-19. Like other viruses, it is possible that the virus that causes COVID-19 can survive on surfaces or objects. For that reason, it is critical to follow the 4 key steps of food safety — clean, separate, cook, and chill." "Follow good hygiene practices (i.e., wash hands and surfaces often, separate raw meat from other foods, cook to the right temperature, and refrigerate foods promptly) when handling or preparing foods". Our standards and processes meet current Good Manufacturing Practices which include the 4 key steps of food safety.

CDC recommends "routine cleaning of all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. CDC does not recommend any additional disinfection beyond routine cleaning, at this time." Our enhanced procedures ensure disinfection is taking place multiple times a day.

We do not anticipate any supply-chain interruption and our procurement teams are communicating with our suppliers to be ahead of any which may arise. We will inform you of any issues that may require substitution and will work with you to determine alternate acceptable ingredients and packaging.

Here's what we are doing to enhance our current Good Manufacturing Practices and follow their recommendations:

- We are ensuring employees are vigilant about frequent hand washing.
- We have reinforced our existing food safety training including proper handwashing techniques, use of PPE, and cross-contamination prevention.
- We are instructing employees who feel ill in any way to stay home.
- We have enhanced our daily beginning of shift wellness questions to include not just food borne illness symptoms, but also symptoms related to COVID-19.
- We have limited all non-essential and visitor access to our production facilities.
- We are transitioning employees who can conduct their duties at home, to remote schedules.
- We are routinely cleaning all high touch surfaces, including workstations, in our facilities with food plant approved sanitizers at a virucidal strength, ensuring that the full process leaves all food contact surfaces safe for food contact.
- We are coordinating plans for emergency production across all of our facilities.



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- We have contingency plans in place to account for staffing issues that may arise.

As an essential food service provider, we will use our determination to find and implement solutions to these new challenges, so that we will be victorious in continuing to serve you with safe food. We continue to be your partners in these challenging and uncertain times and will continue to take precautions to ensure our employees and those we serve stay healthy.

Sincerely,

A handwritten signature in black ink, appearing to read "Angela D. [unclear]", written in a cursive style.