



## COVID-19 UPDATE March 13, 2020

With our customers and team members at the center of everything we do as a company, please know that Saugatuck Kitchens is focusing on prevention and taking the necessary steps at our facility to address the Coronavirus (COVID19). We are and will continue to maintain a safe workplace by adopting and encouraging protective sanitizing and cleaning practices.

As part of our SQF Level 3 Crisis Management Protocol, in 2018 we completed a mock infectious disease exercise which has aided us in the development of our plan for addressing COVID19.

We ask our team members to take the steps below to reduce the transmission of communicable diseases:

- Stay home if you are sick (Fever, Coughing, Shortness of breath)
- If any household member displays any of the above symptoms, notify management prior to returning to the workplace.
- Avoid close contact with people who appear to be sick in public.
- Avoid touching your eyes, nose and mouth.
- Wash your hands with soap and water frequently for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- If you think you have COVID19 symptoms, call ahead prior to showing up at a Hospital Emergency Room.

Saugatuck Kitchens is implementing the following policies until further notice:

- Upon arrival to work, all employees will have a digital forehead temperature check prior to entering the employee locker room and dedicated work areas in our facility.
- All door handles and non-food table surfaces will be sprayed with an approved sanitizing disinfecting solution periodically during the workday.
- There will be no admittance by non-essential employees or visitors to our facility.

As circumstances continue to change, we will take all appropriate measures to ensure a safe working environment for our team and provide safe trusted products for our customers.

Sonia and David Wells  
Owners

Carol Magrath  
Quality Assurance Manager

