



March 16, 2020

A message to our employees from our CEO, Terry O'Brien:

**Employee Communication #2
Overhill Farms and Frozen Specialties, Inc. Management Teams Incorporate Additional Actions
Consistent with the CDC, WHO, NIH, CP Foods and Other Guidance**

Dear Team,

With the Coronavirus (Covid-19) situation changing hourly, I want to provide another update regarding important steps Overhill Farms and Frozen Specialties Inc. are taking to help mitigate the impact on all of us and our customers. Your health, your security, our food safety and our customers' needs are our top priorities.

We all play a vital role as a major packaged foods supplier. Our families and fellow Americans are in need of safe, packaged foods that they can trust. Grocery stock up trips and online ordering are skyrocketing as expected. This places a special importance on our health safeguards, our safe supply chain efforts and our strong planning. Our community needs us.

My March 10 communication outlined what the Coronavirus is, the initial steps the Company was taking and the steps that employees should take. These steps included:

- significant proper hygiene measures were detailed and are being reiterated via team meetings and extensive, bi-lingual signage. CP Foods policies are incorporated at all times.
- travel restrictions to the CDC-listed affected countries including required 14 day quarantines.
- added sanitizing headcount in each facility to continuously wipe down common workplace contact surfaces, doorknobs and other areas.
- reminders to stay home if you are sick
- insurance clarifications
- industry-leading visitor restrictions
- 48 hour advance questionnaires for any "urgent business" visitors
- strong supplier coordination and communication
- greatly reduced production floor access by non-employees such as contractors; VP of Ops approval required.
- customer assurances and requests for forecasting cooperation
- reminders that we would be guided daily by the major authorities and experts including the US Center for Disease Control (CDC), National Institute of Health (NIH), World Health Organization (WHO), USDA, FDA and others.

I am now announcing the next round of measures consistent with the direction from our major authorities:

1. **Coronavirus War Rooms** for Overhill Farms and FSI have been established to:
 - a. Centralize, analyze, plan and respond appropriately to all related, up to the minute information re CP Foods policies, US authorities' policies, our staffing, ingredient and packaging availability, customer forecasts, critical supplies and other areas.
 - b. Allow our key senior management members to meet daily
2. **Social distancing**, which means keeping 4 feet or more of distance between us, wherever possible, will be implemented to a maximum degree possible. This includes new, temporary social distancing in our workplaces and breakrooms. We do not want one sick fellow employee to shut down an entire facility. We all need to plan and cooperate with each other regarding intelligent, temporary social distancing to accomplish risk reduction for ourselves and our business. This may be inconvenient and limiting in the short term, but it will help us enormously reassure our families and our customers.
 - a. **Our UFCW Union partners** will be our partners in designing this sensibly and quickly.
 - b. **Reminders to all employees to practice strict social distancing outside of work**
 - c. **All Internal office meetings will include 4 feet social distancing (every other chair empty, etc.)**
 - d. **Video-conferencing will be leveraged between our facilities** to eliminate visits temporarily.
 - e. **Several departments will test temporary home officing on a rotating test basis** in an effort to lower office traffic. Full support to our Production, QA & R & D teams will remain paramount.
3. **No visitors of any kind** will be admitted to our office areas. Production floor access will continue to be by VP of Ops approval only.
 - a. **Video-conferencing and audio conferencing will be leveraged** with our contractors, suppliers, customers and others for most needs.
 - b. **Office trailers will be rented shortly** to conduct "essential only" visitor meetings outside of our facility offices.
 - c. **Portable restroom facilities will be rented** for visitors, truck drivers and others to use so that we continue to keep our facility restrooms for employees only.
 - d. **Office staff will be admitted to the production area by VP of Ops approval only.**
4. **Domestic and international business travel is restricted for all but urgent only business** and per VP approval only.

Look for further updates as more information and/or ideas surface. We will remain authority-driven, expert-driven and employee safety-focused in deciding the best path forward. The newsfeeds will show other approaches, reactions and fears but our approach will remain focused on our US primary authorities and CP Foods global policies. Some of these measures will be inconvenient but when implemented 100% by us all, they will significantly contribute towards our workplace safety. And as always, we will tackle this challenge together.

Best Regards,
Terry O'Brien
CEO, Overhill Farms Inc.
CEO, Frozen Specialties Inc.