



03/20/2020

RE: American Fruits and Flavors, LLC, COVID-19 Information

Los Angeles County “Safer at Home” Order 3/19/2020

Under the “Safer at Home” mandate, L.A. County has directed residents to refrain from gathering in an enclosed space with more than 10 people. Emergency services and businesses in healthcare, government, food services, and other essential industries will still be operating. The order directs businesses deemed nonessential, such as retail stores and malls, to close temporarily.

State of California Executive Order 3/19/2020

Governor Gavin Newsom has issued a new executive order, further enhancing California’s ability to respond to the COVID-19 pandemic.

The Governor’s order brief overview:

- Waives the one-week waiting period for unemployment and disability insurance for people who lose work as a result of COVID-19;
- Delays the deadline for state tax filing by 60 days for individuals and businesses unable to file;
- Directs residents to follow public health directives and guidance, including cancelling large non-essential gatherings that do not meet state criteria;
- Readies the state to commandeer property for temporary residences and medical facilities for quarantining, isolating, or treating individuals;
- Allows local or state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically; and
- Allows local and state emergency administrators to act quickly to protect public health

“Each of us has extraordinary power to slow the spread of this disease,” said Governor Newsom in announcing the state’s new policy last night. “Not holding that concert or community event can have cascading effects — saving dozens of lives and preserving critical health care resources that your family may need a month from now. The people in our lives who are most at risk – seniors and those with underlying health conditions — are depending on all of us to make the right choice.”

American Fruits and Flavors, LLC Company (AFF) Status as of 3/20/2020

Under the above orders and guidance, AFF is continuing operations as an essential food manufacturing business. The safety of our food, employees, families, and community is our focus and highest priority.

Steps being taken by AFF:

- Implementing additional good personal and facility hygiene procedures, including frequent hand washing and disinfecting surfaces above and beyond our standard GMP procedures;
- Social distancing is mandatory. Every possible option is being exercised: work from home, work schedule changes, and office configurations to name a few;
- Educating our staff on the importance of following the new Covid-19 procedures;



- Monitoring and logging all intra-company facility movement and contacts for AFF staff;
- Continuing strict visitor/subcontractor pre-evaluations and minimizing facility visits;
- Continuing vigilant monitoring of the CDC and WHO websites to stay informed of any developments regarding COVID-19;
- Suspending all business travel.

Supply Chains

We will continue to work with our suppliers to ensure immediate notice of any potential supply disruptions. Currently, there does not seem to be any supply chain issues. We have a Business Continuity and Crisis Management Policy and Procedure in place and will proactively communicate any supply chain disruptions to our customers. Should there ever be any significant changes to the supply chain, we will coordinate with you to prioritize orders and assist in discovering other possible solutions.

AFF Production Planning and Scheduled Shipments

The AFF operations team is working to minimize disruptions to the order fulfillment process. It is possible some shipments could be delayed as our production staff assimilates to the new social distancing requirements. Our customer service team will update customers on any order delays. We will continue our efforts to minimize or avoid delayed orders.

Requesting Customer Status Updates

AFF requests that our customers update our customer service team if your operating status changes. We must be informed if you are unable to accept shipments.

Financial Transactions

There are currently several scammers who may be using this situation to fraudulently target the financial dealings of companies. As a reminder, we will not change the payment instructions without notifying you directly. Please follow up with a phone call to AFF at a telephone number you know to be accurate.

For more information on COVID-19: www.cdc.gov/COVID19

We will continue to monitor the situation and will modify our related policies and guidelines, as applicable. Please do not hesitate to reach out to us should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "Bill Haddad", written in a cursive style.

Bill Haddad

President
American Fruits and Flavors, LLC