



Dear Valued Customer,

Amid the unfolding effects of the coronavirus (COVID-19) pandemic, at Annie's Bakery, the safety of our customers and our team members is our top priority. We are sharing with you our implemented processes and procedures in response to the coronavirus (COVID-19). The Annie's Bakery crisis management team meets daily to assess our response to this dynamic situation. As this situation evolves, we are committed to updating our response based on the best expert advice available and on what's right for our staff and customers. Our teams are following the latest CDC guidelines on health and safety, including personal hygiene practices and safe food handling procedures. In order to ensure our COVID-19 food handling procedures are being followed within our facility, the following practices have been put into place and are modified according to updates from the CDC:

#### **Daily Entry Procedures**

Upon arriving, all staff members perform the following procedures:

1. Sanitize their hands before handling anything
2. Have their temperature taken and documented
3. Put on and wear face mask/covering

#### **Work environment**

1. All staff members wear face masks throughout the plant at all times they are performing job duties.
2. All staff members follow normal glove use when handling product, changing often. They are required to wear gloves at all other times during work tasks, changing frequently.
3. During normal daily tasks, all staff members keep a safe distance apart. Due to our production and processing procedures, maintaining a separation of 6 ft is adhered to in most functions, and where this may be compromised, all staff are aware to not to make any physical contact or face co-worker when talking.
4. When all staff members leave the facility, they follow Daily Entry Procedures upon re-entering the facility.

#### **Health condition monitoring**

1. Our crisis management team monitors staff members when they arrive, and periodically check in with them during their shift.
2. Any Employee who appears to have [symptoms](#) (i.e., fever, cough, or shortness of breath) upon arrival at work or who becomes sick during the day will immediately be separated from other employees and sent home.
3. The crisis management team will meet to determine extent of exposure and risk and decide whether to:
  - o Shut down production
  - o Close off areas used by the sick person
  - o Perform deep cleaning procedures

#### **Plant Best Practices**

1. The Crisis Management Team is committed to ensuring that our facility is kept clean and sanitized on a daily basis. The following procedures are followed:
  - a. All common contact surfaces (doorknobs, light switches, fixtures in restrooms, keyboards and desk surfaces) are cleaned several times a day with a Peroxide Solution.
  - b. All food contact surfaces, as well as secondary food contact surfaces are cleaned with a Cleaner/Sanitizer solution before daily procedures and between processing each and every baked product.
  - c. Staff members take breaks at separate times and remain at least 6 ft from one another when sharing the break area with other staff members.