



**KARLIN FOODS**  
CORP  
*Always Something Cookin'.*

March 12, 2020

Dear Customer:

Karlin Foods Corp is committed to protecting the health of our customers, vendors, and staff. To date we have had no cases of COVID-19 within our operations and are taking the following actions to keep our facilities virus free. We are taking action to help prevent the spread of COVID-19 from Karlin Foods' operations and activities.

We have prohibited work-related travel for all non-essential personnel. We have been communicating with our employees about COVID-19 through e-mail and in person contact to take appropriate steps. We continue to remind all employees to take precautions to keep themselves and their families well including:

- Staying home if they are sick or have a fever
- Frequently washing their hands with soap and water for at least 20 seconds
- Using hand sanitizer if handwashing facilities are unavailable
- Refraining from touching their mouths, noses or eyes with unwashed hands
- Covering their coughs or sneezes with a tissue and then discarding it
- Sanitizing their workspaces, cell phones and other commonly used items with sanitary wipes or spray
- Fist-bumping or bowing when greeting people instead of shaking hands
- Avoiding public transportation where possible.

Our leadership group continues to consider additional measures and will put those in place as appropriate.

Karlin Foods Corp. is closely monitoring the COVID-19 outbreak and the potential impact on the supply chain. The situation is continually evolving and, therefore, it is difficult to accurately forecast the impact. At this time, Karlin Foods is not experiencing any disruptions in the supply of any suppliers' ingredients. Karlin Foods continues to monitor its vendors and production operations for any impacts that may develop.

Based on our communications with all our suppliers, all operations are continuing to ship as usual. The supply chain remains uninterrupted. Karlin Foods has sufficient on-hand inventory to continue to supply our customers and anticipate no interruption based upon normal projections but these are unprecedented times with unusual large short term demand requirements and we will continue to supply all of our customers as adequately as allowed.

We will communicate any potential shorts, the need for allocations of current inventory or other issues that could impact our supply chain.

Regards,

Vince Klemm  
Director of Technical Services