



**Nutrition Inc. - COVID-19 Policy/Protocols:**

Following discussions with Scott Moberg, Human Resource Consultant, the Company will be following the below protocols as it relates to COVID-19:

I am writing to confirm our agreement regarding The Nutrition Group's intention of providing a one (1) time non-president setting COVID-19 Work Incentive Bonus.

As you know, the Company has been working since the pandemic began, to acquire the fund for this bonus.

The Company wants to show their appreciation for the important services the staff provides to not only the Company, but to the communities our meals support.

The one (1) time bonus will be issued to each eligible employee on May 15, 2020 (paycheck or direct deposit).

The bonus will be based on the period of April 1, 2020 through May 31, 2020.

Employees' will receive an amount based roughly on the amount of work performed during this period by each employee.

The exact calculation for each employee has not yet been determined.

The Company stated they are committed to continuing dialogue as any matter(s) arise and the environment/circumstances change.

To our employees:

The health and safety of our employees and our customers has always been our top priority. In the current environment, it's important for all of us to monitor the rapidly-evolving situation involving the Coronavirus or COVID-19, so we thought it would be helpful to provide an update on how we are handling the situation at Nutrition Group.

Therefore, out of an abundance of caution, we would like to take the following steps to address COVID-19:

We ask any employee not feeling well to stay at home and consult with their doctor and with us. Employees are still required to follow established call-off procedures.

If any employee has recently come in contact with someone known or suspected to have the virus, please notify the Company so suitable time-off arrangements can be made (i.e. the use of personal days or vacation time).

We ask that employees adopt a "no hand-shake policy", and when possible, employees should maintain a reasonable distance from other employees and customers.

At Nutrition Group, cleaning supplies are available to employees so they may wipe down their work areas routinely and/or as often as necessary.

Everyday preventative actions are more important than ever to help prevent the spread of respiratory diseases, including but not limited to:

- Washing your hands often with soap and water for at least 20 seconds, especially after using a restroom, before eating, and after blowing your nose, coughing, or sneezing.
- Avoiding close contact with people who are sick.
- Staying at home when you are sick. (Again, Employees are still required to follow established call-off procedures).
- Covering your cough or sneeze with a tissue, then throwing the tissue in the trash, coughing/sneezing into your inner arm if necessary.
- Avoid touching your eyes, nose, mouth
- Using an alcohol based (at least 60% alcohol) sanitizer, if soap and water is not readily available.
- Drinking plenty of water to stay hydrated.

We would also encourage employees to stay informed at official government websites such as: <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html> for the latest on the COVID-19 situation.

The Company takes the care and safety of our employees very seriously and we will take all prescribed precautions necessary to maintain a safe and healthy environment at work. Should you have any questions or concerns, please direct them to the Manager.

Your efforts to help contribute to the health and welfare of our employees during this troubling time are greatly appreciated.