



March 22, 2020

Dear Team,

At Arca Continental Food & Snacks we are closely monitoring the Coronavirus (COVID-19) pandemic. Our top priority is to protect the health and well-being of our employees, their families and our customers and communities.

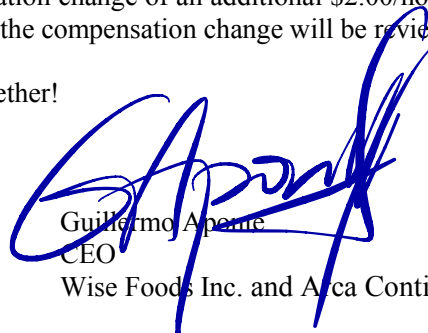
The U.S. Department of Homeland Security has identified food manufacturers as an “essential infrastructure” business to serve American families. Therefore, we are planning to continue operating to support our employees, our communities and our customers. We are proud of your efforts and your dedication. It inspires me to continue embracing these difficult times.

These are some of the temporary measures we will be taking:

1. We continue to emphasize the importance of healthy habits recommended by the CDC and other health authorities, including, handwashing, respiratory etiquette (sneeze and cough), increased cleaning and sanitation routines as well as encouraging distancing between each employee.
2. We identified some roles that currently report to specific locations that have begun working remotely (tele-work/work from home) to reduce the overall population in our facilities.
3. We have reduced the use of external contractors and are limiting visitors to our facilities.
4. We have temporarily suspended the use of staffing agencies.
5. We are reviewing break times, adding additional places in the facility for employee’s rests periods to encourage social distancing and limiting any unnecessary gatherings of individuals, following CDC recommendations.
6. We have postponed the majority of “non-essential” trainings to avoid employee groups of 10 or more.
7. In our Berwick, PA manufacturing facility, we are deploying the use of infrared technology as a temperature screening measure in response to the current COVID-19 pandemic. We believe this precaution will help prevent illness in the facility and support the health and safety of all employees. Please make sure you use and take advantage of this technology for your safety.
8. Employees who are identified as needing to be quarantined, will not have a recordable incident under our existing attendance policy. Employees can utilize their available paid time off to cover COVID-19 related absences.
9. AC F&S has a duty and a special responsibility to our associates during these challenging times. To recognize the efforts and dedication of our front-line employees, effective immediately (March 23<sup>rd</sup>) we will provide a temporary compensation change of an additional \$2.00/hour for each regular hour worked, up to \$80.00/week. The continuation of the compensation change will be reviewed every two weeks.

Let’s continue Winning Together!

Respectfully,



Guillermo Aponte  
CEO

Wise Foods Inc. and Arca Continental Food & Snacks Division



March 19th, 2020

Critical Industry Employee Authorization to Travel Regardless of the Time of Day

To Whom It May Concern:

The individual in possession of this letter works in the Food industry at **Wise Foods Inc.** and must travel to and from work and engage in his or her work activities regardless of the time of day as an employee in a sector that has been deemed by the U.S. Government as **critical to the infrastructure** of the United States. The Food and Agriculture industry is essential for the continued function of the economy in this time of crisis. It is essential to the nation's food supply that this individual be permitted to proceed to or from his or her job or to otherwise perform his or her job function.

The Food and Agriculture industry has been designated a **"Critical Infrastructure Segment"** under Presidential Policy Directive 21 and Department of Homeland Security emergency readiness programs implementing the USA PATRIOT Act of 2001. 42 U.S.C. § 5195c(e). It is therefore the policy of the United States government that these industries continue to function with minimal disruption in the event of an emergency. Furthermore, in a March 16, 2020 guidance, the President of the United States instructed employees of **Critical Infrastructure Industries**, including the food and agriculture sector, to continue to perform their normal job functions during the coronavirus pandemic. The President's Coronavirus Guidelines for America (Mar. 16, 2020) (available at [https://www.whitehouse.gov/wpcontent/uploads/2020/03/03.16.20\\_coronavirus-guidance\\_8.5x11\\_315PM.pdf](https://www.whitehouse.gov/wpcontent/uploads/2020/03/03.16.20_coronavirus-guidance_8.5x11_315PM.pdf)).

As such, the individual in possession of this letter is a **"critical infrastructure industry employee"** of the Food industry and should be considered exempt from local restrictions such as curfews, shelter-in-place orders, and other mobility restrictions when reporting to, returning from, or performing his or her work functions. We ask that you allow this individual to continue with his or her job in the interest of protecting public health and security.

We appreciate the collaboration and support to our employee to perform her or his duty

Should you have any questions concerning this letter, please contact Lisa Cano, Human Resources Manager, Wise Foods Inc. at +1 (570) 759 4208.

EMPLOYEE'S NAME \_\_\_\_\_

WISE FOODS INC.