



March 10, 2020

Dear Valued Client,

We have been closely monitoring the situation of Coronavirus (COVID-19). Let me offer my personal commitment that Brock & Company has the health and well-being of our partners, customers, and associates front and center.

Although the situation remains fluid, we have initiated a series of precautionary steps in response to this emerging public health crisis:

- We are taking guidance from the CDC and local health authorities and have increased cleaning and sanitizing in all locations.
- We are reinforcing our daily practices with all team members in regards to food safety, hand-washing, and glove usage.
- Associates have been encouraged to notify their manager if they or a family member have a fever or respiratory issue and are instructed to remain home if this be the case.
- Your District Managers and on-Site team are in constant communication in regards to *our* partners and are directing them according to the latest best-practices.
- As new information becomes available from the CDC and local health officials, we are adjusting our practices accordingly.

We remain committed to your foodservice needs, and as your business partner, we will adjust operations expediently and as necessary to comply with your company policies and directives.

If you have any questions, please reach out to your District Manager.

Sincerely,

A handwritten signature in black ink that reads "Andrew J. Brock". The signature is fluid and cursive.

Andrew J. Brock
President & CEO

