



March 6, 2020

Statement to Sigona's Office Deliveries Customers:

To Whom it May Concern,

As a valued Sigona's customer, we want you to know that we take both food safety and personal health seriously. We are currently continuing to provide our goods and services as regularly scheduled and are taking heightened preventative measures as a response to the current situation with the Coronavirus (COVID-19). Our top priority is the health and safety of our employees and customers.

Currently, the [CDC states](#) "there is no evidence to support transmission of COVID-19 associated with food..." and that there is low risk of spread from food products or packaging. We are evaluating the situation as it evolves and will update you with any changes.

We have a comprehensive and Certified HACCP (Hazard Analysis Critical Control Point) Plan in place, which includes GMPs (Good Manufacturing Processes) that guide our company in the case that an employee has any signs of illness or injury. However, in addition to these GMPs, we have put heightened preventative measures in place during this time. These include but are not limited to:

- To the extent that we have knowledge sourced from the CDC and local health departments, we are educating our staff about COVID-19 and the recommended preventative measures (i.e. frequent handwashing, regularly disinfecting of workspaces, wearing facemasks, etc.)
- Any employee exhibiting flu-like symptoms or a fever is sent home until the employee is free of fever and any other symptom for at least 24 hours without the use of fever-reducing or other symptom-altering medicines.
- We have increased the frequency of the cleaning and sanitization of our plant and increased the presence of hand sanitizer and disinfecting wipes around production areas and offices.
- Our production staff are required to wash hands, sanitize hands, and then wear a clean pair of gloves upon entry of any food processing area. Gloves are to be replaced after any contact with their nose, mouth, or eyes.
- Delivery representatives are instructed to wash hands frequently and/or wear gloves while serving break areas of offices.
- We are advising employees against travel to high alert areas of the world such as (at this time) China, South Korea, Iran, Japan and Italy.
- Employees and visitors to our facilities are being asked to report if they have recently traveled to affected international locations or have been in close contact ([as defined by the CDC](#)) with a person with confirmed COVID-19.

We continue to be dedicated to providing the best quality and service to you! If you have any questions or concerns, please contact us.

Sincerely,

Jimmy Sigona
Director, Sigona's Office Deliveries and Fruit For Thought