



March 23, 2020

Status of Acorn Farms during Stay at home order

Currently Acorn Farms is conducting business and is open for business under the agricultural exemption in the Stay at Home order issued by the State of Ohio.

Being open does not mean we will be neglecting the CDC guidelines for COVID-19. The following guidelines must be followed to conduct business.

- Your staff needs to be isolated from ours as much as possible. Please keep your staff in their vehicles until loading is needed. Please call the office 614-891-9348 if you do not see an Acorn Farms representative approach your vehicle. Remain in your vehicle.
- It would be helpful and we desire you to call ahead and, if possible, place your order. We can have the order pulled for loading while limiting contact.
- You will not be permitted to enter our buildings for any reason except to finalize your invoice if payment is due. Do not use our restrooms or lunchroom facilities. Portable restrooms will be available outside.
- We will not accept cash currency at this time. Checks, money orders, or credit cards will be accepted if you do not have an account with us. Please be prepared. Credit cards are the only transaction where we will allow entry into our front office, if needed.
- We will attempt to have all your paperwork finalized so entering our building is not necessary if you have an account. You will be required to give your name and acceptance of the order, but **not** required to sign it. We would prefer to email you a copy as opposed to handing you one. Only company representatives will be permitted on the property. Do not bring customers, animals, or anyone else onto the property.
- Any disputes of what was loaded will be done via email or telephone within 48 hours. Contact your sales rep, or the main office.
- Customers will **not** be permitted into the business office or production facilities.
- Customers will **not** be transported in our RTV to select material.
- There will be changes to our normal routines. Be prepared. Limit contact at all times.

Our ideal transaction would be for you to call ahead, place your order, and provide us with your email address. We will have your order pulled while your staff stays in the truck as we load it. Once loaded, our staff will permit your staff to secure the load. Thank you for your cooperation through these trying times. Hopefully it will pass quickly.

Jerry Fultz
Operations Manager
Acorn Farms Inc.