



March 19, 2020

We at Acorn Farms would like to take a moment to address COVID-19 or Coronavirus outbreak and how it affects our business and our employees.

**First and foremost, we specifically
want to make sure of the following points:**

- We acknowledge there is a health issue that is foreign to us all, and that it is capable of spreading easily and/or having serious complications.
- We as a company are not panicked, and we strongly encourage everyone not to succumb to panicked thinking or behavior either.
- That we will be continuing to educate ourselves as a company, and have team meetings to stay on top of the latest factual information.

That there are “common sense” practices recommended by the CDC that can strongly discourage the spread of this illness, as well as other more common illnesses. **Here is a direct link to that info:* <https://www.cdc.gov/coronavirus/2019-ncov/prepare/prevention.html>

What does this mean for Acorn Farms and you?

There is no denying that we all collectively are in uncharted waters. As far as Acorn Farms and our Vendors and/or Customers, we note the following:

- We **ARE** open for business at all of our locations.
- We **ARE** continuing to produce from our farms and production facilities. We are shipping, digging, potting, and transporting material.
- Our **SALES TEAM** is readily **AVAILABLE**, call, email, text your reps anytime. We will support you with anything we can provide.
- If a meeting is needed, let us know and we will handle them on a case by case basis, but we will try to conduct as much information transfers over the phone, email, or internet.
- We **ARE** delivering our products. Whether by Acorn Farms truck or common carrier, our logistics teams and their transportation relationships are not slowing down. We are asking our drivers to limit contact at sites, avoid entering offices/showrooms, using one point of contact for unloading/loading, and limiting use of crowded truck stops.

- We are implementing work place guidelines as set up by the State of Ohio to help protect the health of our employees and the people they come in contact with. When we can and have the instrumentation we shall attempt to monitor the temperatures of our staff.
- Due to the seasonal nature of our business, and the perishable nature of what we sell, we will attempt to conduct business as long as possible.

What we are doing internally to mitigate issues

As we learn more about the problem and its effect on the businesses, economy, and our community, we will build our defenses and follow guidelines set up by the CDC and the state of Ohio. We have stepped up our facility management and sanitation of lunch rooms, restrooms and offices. We have implemented personal isolation by groups keeping them smaller and people who live and travel together in their own groups and not socializing with each other directly. We will be limiting tours, and travel that is not part of transportation of product. Sales people will not be making personalized visits during this period. We will watch personal travel and implement self-quarantine as outlined by the CDC. We are taking measures to provide critical employees the ability to work from home if that need arises. We will attempt to monitor our employee's temperatures if the instruments are available.

The staff at Acorn Farms wishes you good health, and a strong fortitude through these trying times. May it all pass quickly.

Sincerely,

Jerry A. Fultz

Operations Manager

Acorn Farms Inc.

Special thanks to Quent Robinson of Semco Stone as we used his letter and format and altered it to fit our needs.