



Date: March 16, 2020
From: Burnac Produce Compliance Department
To: Our Valued Customers
CC: Burnac Produce, Provincial Fruit Co. Ltd, Rite-Pak Produce Co. Ltd., Pro-Pak Packaging Limited, NRV

Coronavirus Disease 2019 (COVID – 19)

Your and our health and safety are our Top Priority!

As news of the Coronavirus Disease 2019 (COVID-19) continues to dominate media headlines, our Companies have been tracking the situation, and adjusting our operating practices to prevent the spread of this virus.

Out of an abundance of caution, we have implemented some additional protocols to ensure we are fully operational, while adhering to recommended guidelines by public health organizations.

At this time, we have asked all our employees to refrain from partaking in external meetings or entering external facilities. This includes employees making deliveries at offsite locations; drivers will continue to make deliveries, but will refrain from entering facilities.

We are taking full advantage of existing technologies to ensure we are **fully operational**. This includes swapping in person meetings for video conferencing sessions, conference calls, and emails.

Likewise, we would like to respect the protocols implemented by our vendors and customers that have been put in place to combat the spread of this disease. If there are any additional measures our Company needs to adhere to ensure a smooth transaction and experience, please advise accordingly.

Please note that our Companies follow the guidance of Public Health Services Canada, the Centers for Disease Control and Prevention (CDC), Canadian Food Inspection Agency (CFIA), and the World Health Organization (WHO).

We will continue to monitor this situation very closely and will keep you apprised of any temporary changes to operating policies or procedures as a result of this situation.

Sincerely,

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