

Updated COVID-19 Action Plan

December 21, 2020

Due to the recent surge in Coronavirus cases, we want all Employees to know that your COVID-19 Operations team is continuing to actively monitor this situation. We are fully committed to ensuring that we are able to provide our staff with the most updated guidance and direction.

Our sanitizing protocols **have not changed**, and we ask that all Employees be vigilant in regularly disinfecting counters, workspaces, keyboards, phones and washrooms. Debit machines must be cleaned after each use. For everyone's safety, these precautionary measures are mandatory at all Ritchie locations.

The following are key, personal activities that must be practised daily by ALL employees:

1. **Physical Distancing** between Employees, and between Employees and Customers
2. Wash your hands frequently throughout the day
3. **Masks are mandatory**, as per Public Health regulations. Gloves and Masks are available for all Employees.
 - **Employee's traveling through common areas (ex offices or corridors) must wear masks.**
 - **Employee's serving customers in the warehouse must wear masks while interacting with the customer or while working in pairs.**
 - **Employee's in an enclosed space with more than 2 people must wear a mask (ex individual offices)**
4. The lunchroom has a **limit of 2** people at a time. Please schedule lunches appropriately

IMPORTANT

In order to help prevent the spread of COVID-19, we ask any Employee who exhibits symptoms, to stay away from the workplace. We encourage you to follow the directions of your local Health Authority

Also, if someone in your household, or a close contact is in the process of being tested, you are required to self-isolate, **(even if you are not showing symptoms)**, and only return to work if that person has received verification of a **NEGATIVE** result. **This will be strictly enforced.**

Should you have a concern, suggestions, or you are just looking for some re-assurances, please speak up, we are all in this together.

Stay Safe,

Covid-19 Operations Team.....

Ritchie Feed & Seed Management