

January 2021

## Leonard Wholesale – Covid-19 Information and Procedures

Being a HACCP and SQF certified facility, we've always operated with safety considerations, both for food and for employees, being our top priorities. So, when the pandemic arrived in March 2020, we were able to quickly respond and adapt to the emergency by taking the following measures, which we maintain to this day:

- We utilise a Non-Contact Forehead Infrared Digital Thermometer with every staff member tested upon arrival to work and at departure, and all of the readings are recorded and logged.
- In addition to internal Covid-19 informational signage that was posted on March 10, 2020, all of our employees - administrative, warehouse and drivers, were provided with and continue to have access to nitrile gloves, face masks, and hand sanitizers, and they've been instructed to use these at all times on the property. Employees have also been requested to keep a noticeable distance from each other while working, and to not conduct extended conversations with each other.
- All delivery personnel wear face masks and gloves when making deliveries to customers and/or picking up goods from suppliers.
- Offices and warehouse areas are sanitized at the start and completion of each shift.
- All production areas are sanitized after each product run is completed and before a new one is begun.