**BURNBRAE FARMS COVID-19 PREPAREDNESS UPDATE**

**March 19, 2020**

**Dear Valued Customer,**

As you are aware, the COVID-19 virus issue continues to expand and is having a significant impact on businesses across the globe. As an important partner of ours I would like to provide you with an update on the impact on our company and our plans to mitigate risks that are within our control.

**Please note: The comments below reflect the current state of an evolving situation. We will keep you informed as our perspectives change and alternate approaches are recommended.**

**Supply Risk Is Low:** At this point any issues that would materially threaten long term supply are minimal. There have been significant demand spikes and related shortages in the retail egg category across North America, however, overall our supply position is strong. With seven grading stations and two processing facilities geographically spread out across the country, we have significant redundancy built into our supply chain. For most of our products, we have the ability to shift production between sites should any individual location be materially impacted. In addition, our supply chain team is actively working on contingency plans for any critical ingredients or supplies with emphasis on those that come from external/non-domestic sources. For clarity, we are confident in our ability to supply our customers short term and long term.

**Emphasizing Employee Best Practices:** While we have always maintained high standards of cleanliness and GMP’s across our facilities, we have taken this opportunity to re-emphasize with ALL employees best practices that include regular hand washing, coughing etiquette, staying home when you’re sick, and temporarily suspending the practice of shaking hands. In addition, we have implemented ‘work from home’ and other social distancing policies in our operations. We have established ramped-up employee training and symptom screening protocols. Each plant now has a COVID-19 champion whose sole focus is to ensure that all COVID-19 mitigation steps are followed.

**Travel Management:** The nature of our business does not necessitate significant international travel. Nevertheless, for everyone’s health and safety we are working with all employees to document and limit business and personal travel, especially to geographic regions of concern. Our sales team is able to work from home and furthermore virtually all sales travel has been postponed.

**Partnership:** We recognize that our foodservice customers have been hit hard by this situation. Our account managers are available to discuss the situation with you, to assure you that we are working hard to maintain a strong supply chain in support of your needs, despite the difficult issues the food industry has faced.

Should you have any questions or concerns, please feel free to contact me or your Burnbrae representative.

Sincerely,



**Ian McFall**

**Executive Vice President, Burnbrae Farms (613) 341-2017**