



TO: Employees  
FROM: Barbara LeDuc, President/CEO  
SUBJECT: Coronavirus Update – Our commitment continues  
DATE: March 20, 2020

Dear Employees,

We recognize that your ability to work, earn and provide for your loved ones is essential to your and so many others' livelihood, including those at the core of our mission, our Participants. We are part of a much larger supply chain that affects the well-being of our Participants, the economy and thousands of workers and their families; from the truck driver who transports our product, to the warehouse worker at the distribution center, to the stocker at the store, to all the manufacturing workers who make the product we use, and beyond!

While many of our fellow business and local establishments are experiencing significant disruption - even closings - in the wake of the coronavirus outbreak, we are doing our best to keep people working in the safest and healthiest environment possible.

We are so fortunate to be a part of an organization that already had in place many of the key recommendations being made by health control authorities, even before the pandemic, such as:

- Our renowned Janitorial Program consistently cleans and sanitizes work and common spaces
- Enforcing Good Manufacturing Practices (GMPs) and on-going training

Because of these basic measures, along with our increased vigilance in maintaining safe and healthy facilities, we have been able to remain productive in the wake of this pandemic. Please know:

- We will likely see an increase in diagnoses in the coming days, primarily due to an influx of new testing kits distributed in our state
- Our industry is exempt from many of the regulations coming through
- The virus is not transmitted via the food containers and packaging that we use
- We continue to monitor and seek guidance from CDC and other state and local health authorities
- **We are committed to providing work to staff** as possible while we navigate the nearly hourly changes, and appreciate your flexibility as duties may be reassigned to critical business areas

We ask that you are careful with information that you hear – even from our leadership or me – as it is constantly changing.

- [www.cdc.gov](http://www.cdc.gov)
- [www.who.int](http://www.who.int)
- [DHS COVID-19 webpage](#)
- [Know the Facts About COVID-19 and Help Stop the Spread of Rumors](#)
- [Stigma Related to COVID-19](#)
- [COVID-19 YouTube channel](#)
- [www.oppinc.com](http://www.oppinc.com)

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