



7/15/2021

To our valued customers, vendors and contractors,

Our company continues to monitor the COVID-19 pandemic as the disease persists. We would like to take a moment give an update on the actions we are taking to help prevent the spread of the virus, keep our products safe and continue our operations unimpeded.

We continue to follow Centers for Disease Control and World Health Organization guidelines, as well as guidance from federal, state, and local officials to make the most informed decisions possible. As you may know, we are an SQF certified company and as such, the quality and safety of our products is paramount at all times. In addition to already stringent policies and practices that we utilize to maintain this strict level of safety we are:

- Providing COVID-19 educational training for our workforce.
- Continuing the increased usage of sanitizers and disinfectants throughout our facility.
- Restricting staff travel.
- Restricting visitors to our facility.
- Requiring all unvaccinated employees and visitors to wear a face covering.
- Continually encouraging any employee who may feel sick to remain home.

Windmill Rice Company is not currently experiencing any interruptions to our business. We are in constant contact with our raw material, packaging and logistics vendors to ensure that our company will have the means to continue our daily operations. Should any event arise that could jeopardize this ability, we will let our customers know with as much advanced notice as possible.

Windmill Rice Company has a long history of supporting our community, our customers, and our family of workers during times of disaster or hardship, and this time is no different. We certainly appreciate your understanding as we continue to work through this difficult period. Please feel free to contact us if you have any questions or concerns regarding our response to the COVID-19 pandemic.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brandon Woodard", is positioned above the printed name.

Brandon Woodard, CSM, EHS
EHS & Sustainability Manager

Windmill Rice Company, LLC
6875 Highway 1 South
Jonesboro, AR 72404
870-932-0096