



3/20/20

The management team at Windmill Rice has been keeping a close eye on the ongoing COVID-19 pandemic. As always, the health and safety of all of our team members is a top priority. As such, we will be implementing some changes in the upcoming days in order to limit means of transmission and exposure to COVID-19. Some of these changes include but are not limited to:

1. Visitors to our Facility- All visitors to our facility must have a pre-arranged appointment to enter the facility. Upon arrival they will be held at the gate until they are cleared for entry by Stacey Lynn, Mary Hall or Brandon Woodard. Any salesperson without an appointment will be turned away. Fed Ex and UPS shipments will be dropped off at the guard shack.
2. On-Site Vendors- the number of vendors coming on site to perform services will be reduced wherever possible.
3. Rough Rice Delivery- Drivers of trucks delivering rough rice to the facility will not be permitted to enter the scale house or any other building. An alternative means for receiving and sending their tickets is in the process of being completed at this time. While at the pit, truck drivers are to remain in their truck. For the time being, the pit operator will open and shut the hopper doors.
4. Breaks and Lunches- Break and lunch periods will be taken in a manner to limit the number of employees in break areas to 5 or less. Each department supervisor will communicate how this will be accomplished.
5. Sanitizers- Each department has been issued Perdiem/Hydrox, a peroxide based industrial strength surface cleaner and sanitizer. This chemical should be used to clean areas frequently. This chemical is not labeled for use on food contact surfaces so do not apply it to areas that come into direct contact with our product.

This situation is changing rapidly. We will continue to monitor government information and apply any and all feasible best management practices to our facility and process in an effort to protect our employees as well as our product. Any further changes will be communicated in written form in order to avoid any confusion.

During this time of difficulty there are some things you can do to help prevent the spread of the COVID-19 virus:

- ✓ Wash your hands frequently and whenever you visit a restroom
- ✓ Use hand sanitizers when handwashing sinks are unavailable

- ✓ Keep your work area clean and tidy
- ✓ Stay home if you feel sick
- ✓ Limit contact with large groups of people
- ✓ Stay informed

As always, if you have any question or concerns, you may contact me at any time via my office number or by cell phone.

Thanks,

Brandon Woodard, csm  
EHS & Sustainability Manager

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