



Decas Cranberry Products, Inc.

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The unprecedented coronavirus pandemic is causing dramatic disruptions for all. At Decas Cranberry Products Inc., we continue to focus on satisfying our customers while manufacturing and delivering the highest quality cranberry products. We are actively engaging in strict guidelines to manage the continuity of our business and the safety of our products.

More importantly, we are doing everything we can to ensure the safety and well-being of all our Decas employees and their families.

We continue to stay current on all the coronavirus updates. We are closely following the guidelines from the CDC, the WHO as well as Federal, State and local governments. We will be nimble and flexible in making changes that are in the best interest of our employees.

The following guidelines and policies have been put in place for the foreseeable future:

- Only essential employees are allowed into the facility. No visitors will be allowed until further notice.
- A limited, 'business-essential' staff of employees will be in the office during regular work hours to ensure business continuity. They will be required to follow social distancing and CDC preventive guidelines. Our remaining office employees are working from home and are accessible through email and phones. They will retrieve messages from work phones.
- All employee travel has been suspended indefinitely.
- Essential outside suppliers, plant support workers and delivery drivers are required to complete and sign a health assessment screening questionnaire prior to entry. If the questionnaire is not answered to our satisfaction, the individual will not be allowed in the worksite.
- Everyone in the worksite is required to practice social distancing, avoid close contact, regularly use hand disinfectant and, follow GMP guidelines.
- We have increased the frequency of the cleaning and disinfecting of all common areas.
- Employees who are sick must inform their direct supervisor and stay at home. Anyone who exhibits symptoms of a respiratory illness must stay at home and follow the CDC quarantine directives.

Harvesting Success through Innovation

We will stay current on all coronavirus updates and we will adjust our policies accordingly.

We thank you for your patience and understanding as we at Decas try to stay safe and healthy. Thank you for your support of Decas Cranberry Products Inc.

Sincerely,

A handwritten signature in blue ink that reads "Michael C. McManama" followed by a horizontal line.

Michael McManama
President and CEO