



## How Baker Boy Has Reacted to COVID-19

As a food manufacturer, Baker Boy's operations are considered essential to our nation's continued food supply. Because of this, we have taken several proactive steps and have instituted numerous policy changes and security measures as we continue our work to battle any potential spread of the Novel Coronavirus (COVID-19).

Since the onset of COVID-19 in early March and continuing through today, our primary goal has been to assure the safety of our facility, our employees, their families and our communities. We placed an extremely high importance on safety and hygiene within our plant, reacted swiftly to state and national developments, and communicated our actions with employees as much as possible. A small team of Baker Boy leadership meets regularly to identify potential issues within our facility and determine how to react to any state and national executive orders related to COVID-19.

Below are some of the steps we've taken to help to ensure Baker Boy is running safely and our employees continue to work in a healthy environment.

### Temperature Checks

Prior to entering the Baker Boy facility, all employees must have their temperatures checked and be free of COVID-19 symptoms in order to gain entry to the facility.

### Personal Protective Equipment (PPE)

Baker Boy has added face covering requirements for anyone who is in our production facility, warehouse, freezer, or are engaged in face-to-face contact in a community setting. Plastic dividers have been added to production areas where close contact is unavoidable.

### Facility Closed to Visitors

The Baker Boy plant in Dickinson, N.D., is closed to all non-essential visitors, including truck drivers not employed by Baker Boy. All non-essential external deliveries have been halted and an online payment system has been put in place for walk-in customers. Walk-in customers are asked to pay for their purchases online.

### Remote Work and Employee Separation

To avoid any potential virus spread, we have relocated some office employees with similar job functions out of a community setting.



### **Work-Related Travel**

All work-related travel must be approved by a supervisor and is being kept to a minimum. Sales employees, who work in different states throughout the U.S., are adhering to their local and/or state guidelines and executive orders related to travel.

### **Customer Meetings**

Baker Boy employees may have pre-scheduled in-person meetings with customers or vendors. All employees are required to wear face coverings for the duration of these meetings and must maintain proper social distancing. Our employees are not permitted to engage in handshakes, hugs, fist bumps or any form of cordial touching.

### **Contacting Baker Boy**

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