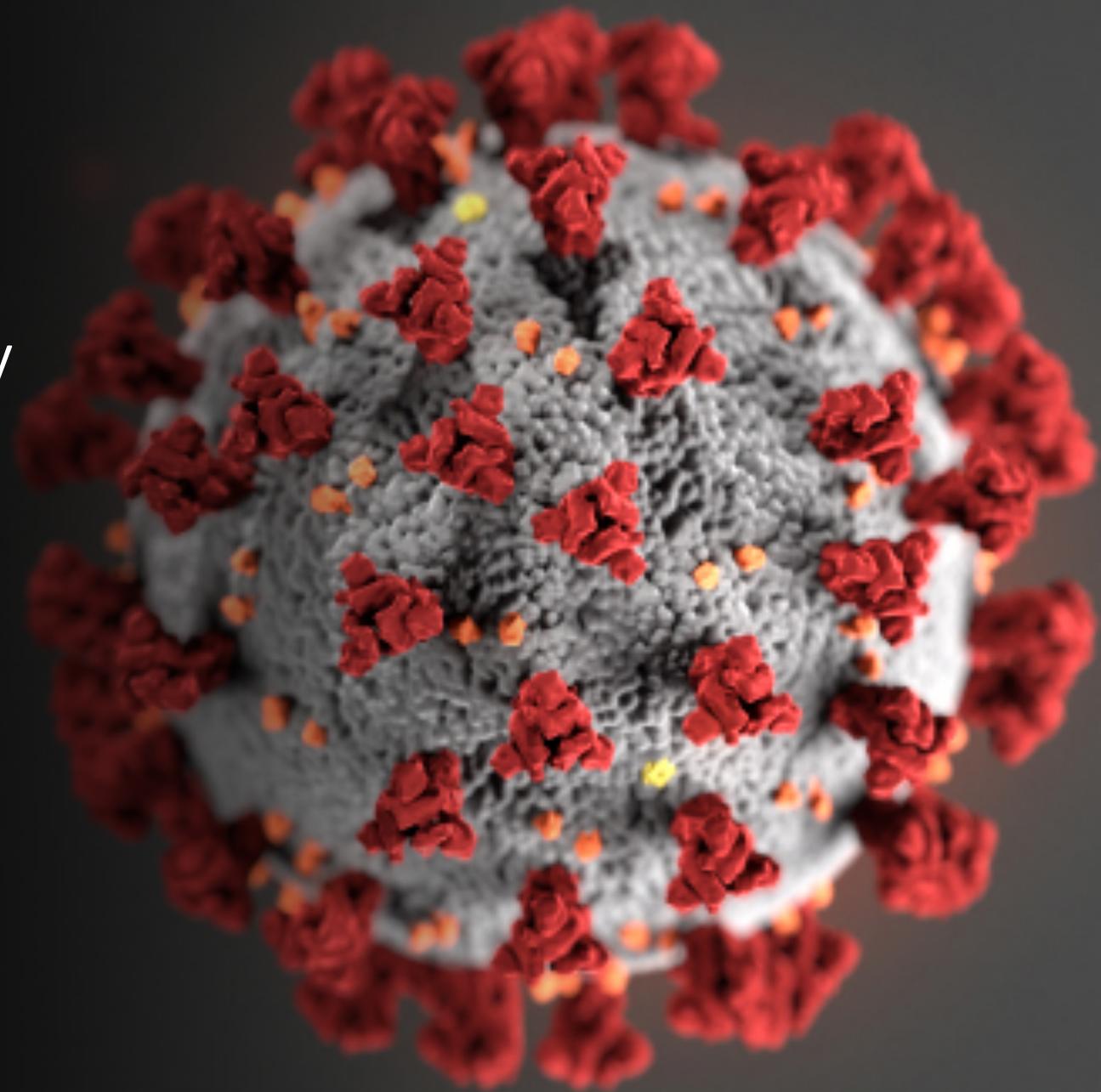




T. Marzetti / Lancaster Colony  
COVID-19 Response &  
Best Practices  
December 16, 2020

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# About T. Marzetti

- T. Marzetti Company is a leading specialty foods company which celebrates its strong family of brands, outstanding products and innovative culture
- Founder, Teresa Marzetti began with a small, Italian restaurant in Columbus, OH in 1896
- Though Creamy Coleslaw and French dressings were Teresa's claim to fame, Marzetti has evolved into a family of famous brands

# T. Marzetti Locations



- 16 Plants
- 1 Distribution Center
- 2 Freezer / Cold Storage Locations
- 3 Corporate Locations



# Our Approach to COVID-19: the “New Normal”

- **Our Mission** is fixed:
  - To protect the health, safety and welfare of our teammates
  - To ensure we continue to play our role in maintaining the country’s vital food supply chain
- **War Room** assembled daily and weekly; Leadership team discusses:
  - Current state, evolving guidelines/mandates
  - Impacts to our Team, Customers and Communities
- Source of Truth established to include **CDC, state, local and other government guidelines** to steer our protocols and postures
- We began with **fundamental** guidelines that team members need to know, **yet adjust** based on new situations, concerns and learnings that arise
- Hired a **medical advisor** and utilized **Food Quality internal team** to evaluate and guide our approach
- We **flex and adapt** based on COVID-19 progress updates, along with our own team members and business needs



Centers for Disease Control and Prevention  
CDC 24/7: Saving Lives, Protecting People™

# Supporting our Essential “Heroes”

- Instituted a **“hero pay” program** to our frontline team members beginning March of 2020 to recognize their efforts in continuing to keep the food supply chain moving forward for Americans.
  - Provided an additional \$2 per hour for our hourly team members and a \$300 monthly bonus for salaried team members working in our locations every day. This program continues to be in place for at least a year!
- Encourage team members to stay home and **care for themselves and protect others** from illness
  - Additional **paid time off** provided for team members when off work ill or due to quarantine (up to 14 calendar days for both scenarios)
  - **Relaxed attendance guidelines** in order to not penalize team members for being out ill
  - **Telemedicine** virtual physician visits offered and encouraged through participation in Marzetti’s medical plans



# Transparent, Swift and Frequent Communications

Send by email



Corporate Communication About COVID-19

How to look up COVID-19 Diagnostic Testing Locations

	CDC		Ohio Department of Health
	TelaDoc For United Healthcare		TelaDoc for Blue Cross / Blue Shield
	Modern Workplace Home Page		Deals During Quarantine

- Established a **SharePoint site** specific to communications and protocols related to COVID-19
- **Videos** featuring our CEO and Supply Chain leadership shared with team internally and via YouTube to highlight actions the company is taking
- **Social Media posts** shared highlighting team members hard at work every day
- Development of a **Modern Workplace site** to help team members working from home to successfully adjust



# Key Postures to Ensure Safety of the Team

## Attendance

- Encourage team members who are ill to stay home
- Suspension of point accumulation for illness
- Continued bonus eligibility and one occurrence forgiveness
- Compensation while quarantined or ill

## Communicating a Potential Exposure

- Small group meetings
- Follow HIPAA and ADA guidelines
- Reinforce safety precautions in place
- Quarantine of close contacts

## Face Coverings

- Evolved guidance from masks encouraged to masks required
- Marzetti will supply masks
- Homemade masks are allowed within guidelines

## Travel

- No non-essential business airline travel
- Essential car travel is allowed; discuss with MLT before traveling to plants
- Follow state mandates regarding quarantine upon return

## Visitors

- Must complete a questionnaire
- Must take temperature before entering

## Cleaning and Hygiene

- Maintain social distancing
- Wash and sanitize hands frequently
- Collaborating with cleaning vendors and landlord at corporate office buildings
- Clean common areas before and after use

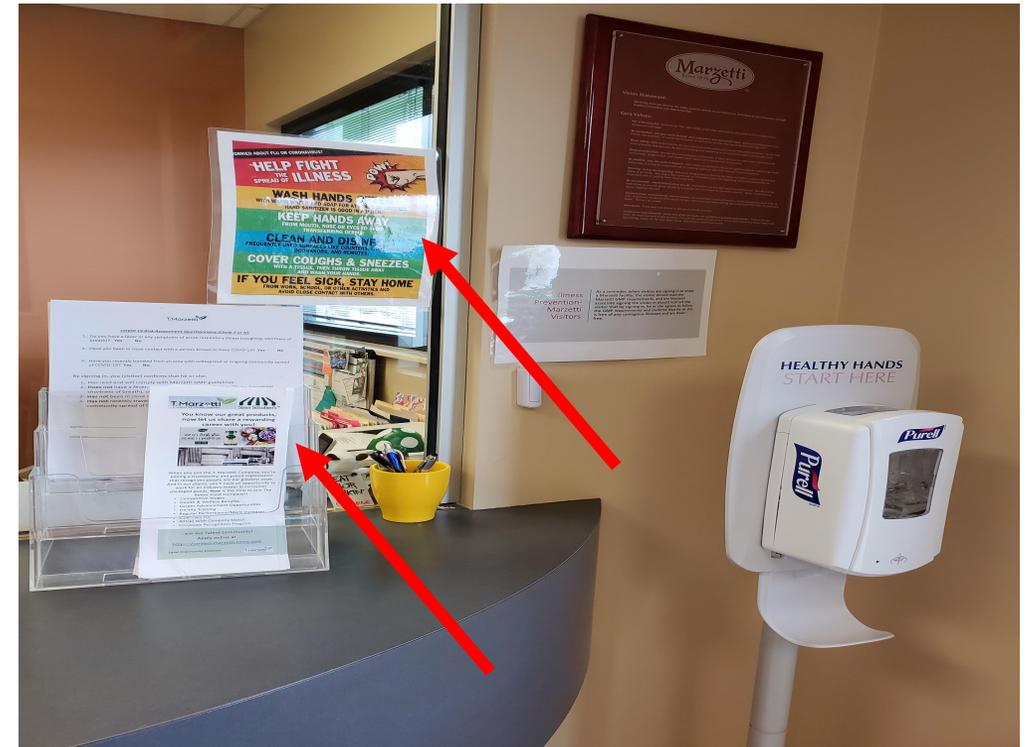
## Determining When to Quarantine

- Travel scenarios
- Exposure from family member who traveled
- Living with a confirmed COVID-19 positive individual
- Close contact with a confirmed COVID-19 positive individual

# Social Distancing & Hygiene



- Utilizing Teams virtual conferencing vs. in-person meetings
- Handwashing stations readily accessible



- Signs and informational postings in conspicuous areas
- Visitor questionnaires required upon entry
- Sanitizer readily available throughout the facility

# Sharing Safe Practices at Work and at Home



Banners displayed at locations promoting safe practices

**BEND THE CURVE - AT WORK & AT HOME!**

The United States is seeing an increase in positive COVID-19 cases and hospitalizations, with that:

Celebrating the holiday season with family and friends is one of our most cherished traditions. During this time, many families travel long distances to celebrate together. Travel increases the chance of getting and spreading the virus that causes COVID-19. Staying home is the best way to protect yourself and others.

The way we celebrate may have to be different, but there are still many ways to spend quality time with family and friends during this festive season:

- Have a small dinner with only people who live in your household.
- Prepare traditional family recipes for family and neighbors, especially those at higher risk of severe illness from COVID-19 and delivering them in a way that doesn't involve contact with others.
- Have a virtual dinner and sharing recipes with friends and family.

Shopping online rather than in person on the day after Thanksgiving or the next Monday.

👍 **Best Practice!** 👍

**Here are a few of the DO's and DON'Ts of COVID-19 Holiday Precautions:**

<b>DO</b>	Wear a face covering over the nose and mouth in public places.
<b>DO</b>	Avoid potluck gatherings or have one person serve all shareable food.
<b>DO</b>	Wash hands often.
<b>DO</b>	Stay away from anyone who is sick.
<b>DON'T</b>	Attend large gatherings with people from outside of your household.
<b>DON'T</b>	Go shopping in crowded stores just before, on, or after Thanksgiving.

**PLEASE NOTE** The Centers for Disease Control and Prevention (CDC) states several factors that contribute to the risk of getting infected or infecting others with the virus that causes COVID-19 at holiday celebrations: Community levels of COVID-19, location of the gathering, duration, number of people and behaviors of attendees during the gathering. Through proper planning and following protocols, you can mitigate the potential contact or spread of COVID-19 during the holiday season.

One Point Lessons shared reinforcing safe holiday practices

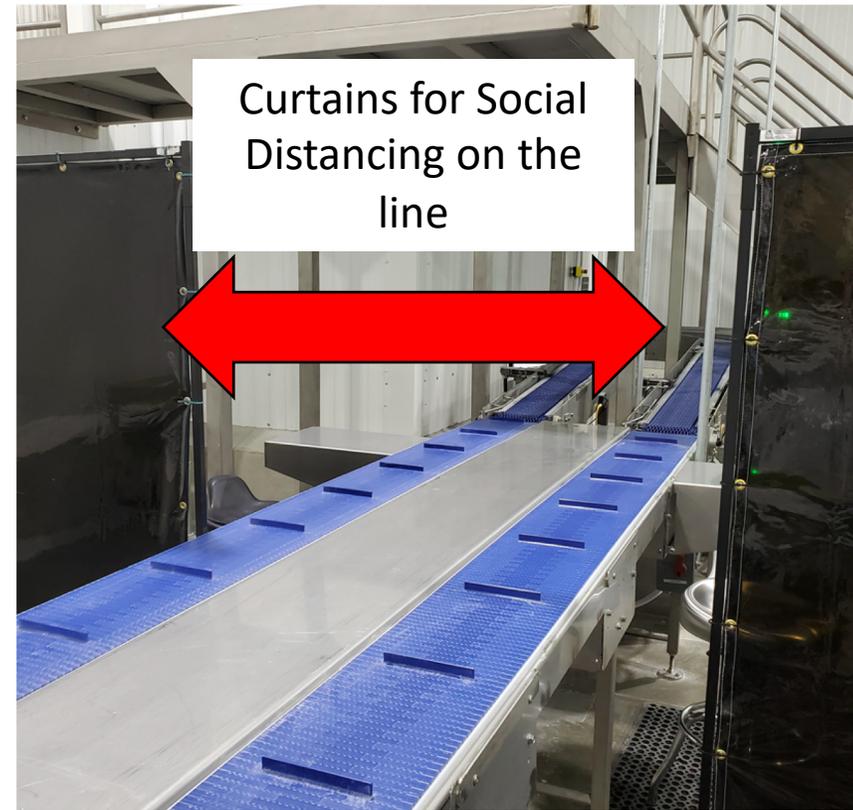


Team Member Appreciation events maintaining social distancing

# Supporting Our Essential Employees



- Social distancing in place on our lines and supported with clear curtains
- Air gaps established between shifts



- Curtains posted between stations on each line
- Extension conveyors inserted in areas to give more space between team members

# Preventative Measures



- Temperature checking stations set up upon entry to each facility
- Masks and face coverings provided
- Protocols set for shared transportation



- Social Distancing Markings
- Safety Circles
- Frequent fumigation in break and locker areas



- Reinforced social distancing in breakrooms
- Frequent cleaning of timeclocks and common areas

# Return to Office Preparations – Corporate Locations

- Approach back to the office will be **gradual** with a **purposeful plan** correlating with community spread
- Surveyed our team prior to sharing postures to understand concerns and suggestions
- Leadership **alignment** on approach and engagement with teams
- Involved **cross-functional team** to engage in review and idea generation
- Accommodate **different methods** for learning (video, brain shark, small groups, webinars)

## *Return to Office Handbook*





TO OUR FRONT-LINE  
ASSOCIATES WE SAY  
**THANK  
YOU**  
**2020**  
ANNUAL REPORT  
LANCASTER COLONY CORPORATION

*Zeb Perfect, Processing Manager, Indiana Plant  
Jeff Woodard, VP Continuous Improvement*