

March 14, 2020

At ChefAdvantage we're committed to the health and safety of our customers and team members. We understand that the increasing spread of the coronavirus is concerning and want to stress that, as we closely monitor the situation, we're taking necessary precautions and preventive measures.

In addition to our standard cleaning procedures, we are taking further precautionary steps to increase the frequency of the cleaning and disinfecting happening in our kitchens. We're also regularly providing our chefs and team members with information on best practices and procedures as outlined by the Centers for Disease Control and Prevention. Lastly, any team member who has cold or flu-like symptoms is asked to stay home and not come to work in the interest of public health.

Additionally, we have taken the following steps to assist our employees through this situation. We have suspended our attendance policy to ensure no one is tempted to come to work sick for fear of losing their job. We have also adjusted our Paid Time Off policy to ensure that all team members affected by illness or site closures will continue to receive regular paychecks for the duration.

Providing safe meals for our customers and safe work space for our team members is our highest priority. Like all of you, we're closely monitoring this evolving situation and will provide updates as needed.

Best Regards,



Gordon D. Evans  
President & CEO

[www.chefadvantage.com](http://www.chefadvantage.com)

770-421-9550

770-421-8971 FAX

[gevans@chefadvantage.com](mailto:gevans@chefadvantage.com)