



March 10, 2020

As the Coronavirus (COVID-19) is becoming prevalent in Pennsylvania and within the United States, I would like to address the virus as it may affect catering and events as well as let our guest and clients know how we are working to prevent spread and contamination.

While there is no determination of the exact cause of the Coronavirus, it is generally transmitted through coughs, sneezes and contaminated surfaces and it has been determined that this virus is more contagious than the flu. COVID-19 cannot be transmitted through food as it is a viral respiratory infection but is a risk for anyone with underlying medical conditions, serious medical conditions specifically relating to heart and lungs, as well as the elderly.

Sanitization is a priority in this industry and it proves to continue to be incredibly important especially in light of the outbreak of COVID-19. While no one has shown symptoms within the company, we are continuing to be diligent in our sanitization efforts as well as sanitizing mutual meeting areas and high-touch areas more frequently. Employees are reminded to wash hands thoroughly and change gloves frequently. While exact data is missing regarding temperatures that can kill the virus, the CDC references using hot water for washing linens, hands and uniforms which we continue to do. Within our restaurant areas, any tongs or self-service utensils are changed frequently to ensure cleanliness. We are diligent and continuing to ensure these aforementioned standard policies at C&J are practiced more frequently to prevent the spread of COVID-19.

All sanitizers used within our buildings, kitchens, restaurants and events are approved as listed on **List N: EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2, the Cause of COVID-19** and contain at least 60% alcohol as recommended by the CDC.

Additionally, we are requesting that all our service staff wear gloves and change gloves frequently.

As there appears to be uncertainty surrounding COVID-19, we want to reassure our guests and clients how important not only sanitization is within our company, but also to make sure employees and event guests stay home if they begin to feel sick to prevent the spread of the virus at events.

If you currently have an event booked, we are happy to package and recommend individually boxed meals to prevent any contamination concern. COVID-19 is constantly changing and we will continue to monitor the virus through the CDC to see how it's moving to continue to keep our guests safe and free of concern.

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