



705 Columbia Ave. Riverside, CA 92507  
Tel: (951) 823-8490 Fax: (951) 823-8495  
www.cibaria-intl.com

Dear Customers and Suppliers,

This is an update on the measures we are taking to limit the potential impact of COVID19 “Coronavirus”. Due to the evolving information regarding with COVID-19, “Coronavirus”, Cibaria is continually evaluating the effects of the outbreak on our business operations. We would like to assure you that we are taking all precautionary steps to minimize the impact. Cibaria will continue to monitor the situation as it develops, implementing preventative measures to protect our employees, suppliers, customers, brokers and outside contractors. As of now, Cibaria is not experiencing any major disruption in our supply chain and do not anticipate future issues. The preventative measures we are taking in the following areas have been, for the most part, internal.

- **Sanitation & Cleanliness** – Cibaria maintains a Cleanliness and Sanitation Policy that exceeds what is recommended by the State of California, FDA, CDC and OSHA. Nevertheless, we have elevated the frequency of our cleaning procedures and implemented the use additional precautionary PPE in production.
  - Gloves are required, at all times, in the production area.
  - A Respirator Protection Program has been implemented.
  - Contact between departments and employees has been limited.
- **Visitors** – Cibaria is restricting facility admittance to include only necessary personnel and approved transporters. Supplier, broker and customer meetings have also been suspended.
  - We have also sent a letter to the suppliers and transporters for Cibaria, requesting information on the measures they are taking to limit exposure.
- **Business Travel** – Foreign and Domestic business travel by air has been suspended for all Cibaria employees until further notice.
  - Our restriction on travel will remain in place until we are instructed that it is safe to suspend the restriction.
- **Illness** – Cibaria has and will continue to be in close contact with healthcare professionals, our occupational medical provider, the CDC and our partners in the industry to monitor the evolving situation, keep employees safe and take additional measures when necessary.
  - Employees are encouraged to stay home if they are ill. Furthermore, all employees’ temperature is checked upon arrival and if their temperature is at or over 100.4°F, they are sent home and we strongly encourage them to contact their doctors. Cibaria is reviewing our policy for sick employees that need additional time off.



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- As of now and thanks to our proactive employees, we have had no reason amend our policy regarding illness.
- Employees that can work from home or have what the CDC classifies as a compromised immune system are currently working from home.

We will communicate more to you as we continue to adapt. Thank you for your patience and confidence as we carefully manage the crisis.

Sincerely,  
*Kathy Griset*  
*President/CEO*  
*Cibaria International, Inc.*  
*951-823-8490 ext.400*