



Dear School and Church Community Leaders,

I have attached a most recent memo to our managers and employees concerning our plan of action in the event of a more widespread outbreak of COVID-19. We have adopted the strategies of the CDC, and also addressed some other plans specifically for our kitchen operations. I have copied a few of our requirements from that memo here:

- **Actively encourage sick employees to stay home:**
  - Employees who have symptoms of acute respiratory illness are required to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
  - ECI attendance policies will be as flexible as needed during this time and consistent with public health guidance.
  - ECI will maintain flexible policies that permit employees to stay home to care for a sick family member.
  
- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
  - ECI will require employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for [how to conduct a risk assessment](#) (link) of their potential exposure.

I would like to address now a plan in the event that your school or church remains in need of food services, but the kitchen management or staff is depleted due to the above policies. In such case, we are planning the following:

- **Limited offerings.** In the case of limited employees available, we will offer one or possibly two choices for full meals. The offered items will take less time to prepare and less ingredients limiting the use of multiple utensils. A-la-carte items, other than milk or water, will not be available. ECI's management is currently stocking up these types of items.
- **Pre-packaged:** The menus will consist of a single serving item separately wrapped. A couple examples would be a hot dog wrapped in foil, a slice of pizza in foil, or a cold sandwich bagged. Additionally, the side items will also be prepackaged. No items will be dished out at the serving line.



We want to maintain a safe workplace for our employees and also a safe environment for all that need our service in the event of a widespread outbreak. Please let me know any thoughts or recommendations that you may have for your community concerning food services.

Regards,

A handwritten signature in black ink, appearing to read 'Frank J Ricupati', is written over a light blue horizontal line.

Frank J Ricupati  
President and CEO  
ECI Management Group  
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