

Memorandum from Valley Central Coop

This memo is effective today, March 23, 2020. As you are aware the impact of the global pandemic caused by COVID-19 continues to rapidly evolve. Our primary concern at Valley Central Coop is for the wellbeing of our employees and consumers. Spring planting season is just around the corner and our goal is to do our best to limit exposure between both our employees and consumers so our team will be here and healthy this spring to serve your needs during planting. Please see below our plan of action for everyone's wellbeing.

- We are limiting access at both our Hartford and Colton locations. We respectfully ask you to contact us through phone or email whenever possible.
- We ask for grain contracting and marketing to be conducted by phone or appointment when necessary. Reach out to your regular buyer or call the office for your marketing needs.
- If you need a grain check, please contact us and we will mail it promptly or setup a pickup appointment outside of the office.
- We are asking all staff and visitors to adhere to the 6-foot distance recommended by the CDC to reduce virus spread.
- We ask you call ahead for product pickup whenever possible, our team will ensure that everything is ready to load upon your arrival and if you need to enter the office see above statement. We will be asking that you limit your time in the office for yourselves, and for our employee's wellbeing.
- We will have restricted face to face meetings. Our sales staff will conduct business via phone, text, or email. Our business has been built on the relationships developed with our consumers. If you have critical business that needs to be conducted face to face, please call for an appointment prior to coming and you will be required to answer a series of questions prior to being granted access to our office.
- We are still open to receive grain. We ask that drivers and employees maintain a minimum of 6 feet distance from each other if the driver must exit the truck.

Once again, we are open to do business. Agriculture has been designated as "essential critical infrastructure workforce" by Homeland Security. At Valley Central we will continue to work to meet your needs while protecting the health of both our consumers and employees.

Best Regards,

Glen Danielsen

General Manager at Valley Central Coop