

Beachner Companies

March 20, 2020

Our top priorities are the health and safety of our employees, communities, customers and business partners, as well as the continued safe operation of our facilities

The following changes to our business practices will take effect on Monday, March 23:

- At all our sites, all office doors will be locked, and no public access will be allowed
- We are adjusting our retail store operating hours to the following:

Monday – Friday: 9:00 – 3:00

Saturday – Closed

- All retail orders must be completed by phone. Please call your local facility to place an order. Calling ahead will allow our team to have your order prepared for you upon your arrival. Contact information can be found on our website – www.beachnergrain.com
- Payment options will be limited to debit card and credit card over the phone. Charges to an account with approved credit terms will also continue to be accepted.
- Our management and sales staff remain committed to providing the high level of customer support to which you are accustomed. Please don't hesitate to reach out if we can be of service.

Beachner Companies

March 18, 2020

Our top priorities are the health and safety of our employees, communities, customers and business partners, as well as the continued safe operation of our facilities

As a result:

- We have restricted non-essential travel and in-person meetings. However, we will continue serving our customers through conferencing, phone conversations, email, text, etc
- We have limited access of non-essential personnel, and remain operational in efforts to help prepare for the upcoming spring season
- We have implemented new safety procedures to limit movement and contact with others at our sites
- We have enhanced our janitorial and cleaning practices at all our facilities
- We are working hard to minimize disruptions and will keep you updated on developments concerning our business and operations

The following adjustments to our business practices will take effect on Thursday, March 19:

- We are adjusting our retail store operating hours to the following:

Monday - Friday: 8:30 - 4:00

Saturday - Closed

We will utilize the additional time before opening and after closing to fully clean & sanitize

- In order to limit exposure to both our employees and customers, we would ask our customers to help by calling ahead with their orders, so that items may be prepared and ready for pickup
- Because of the high risk of handling cash/currency, we will no longer accept cash/currency as a method of payment

Beachner Companies

March 17, 2020

As a follow-up to the communication sent out last Friday March 13, 2020 regarding the COVID-19 "Coronavirus" outbreak, we are now providing additional **mandatory guidance to be followed by all employees at all company facilities**

- If you are sick or have others in your household who are sick, stay home
- Practice social distancing by staying isolated from others to the extent possible
- Avoid close personal contact with others. Avoid shaking hands or making any other direct contact. Conduct ourselves as if others have an infectious disease
- Continue to practice diligent hygiene by washing hands frequently
- Do not share pens. If someone does not have a pen, give them a one to keep
- Where possible, eliminate contact by conducting business via phone, text or email
- Postpone any scheduled meetings for the balance of the month of March
- If feasible, have employees facilitate customer purchases from outside the building. If at all possible, have customers stay in their vehicles and load purchased products for them
- Restrict all visitors to those with a legitimate business need to be there. Under no circumstances should visitors be allowed to "hang out and visit" at any facility
- Prevent all delivery drivers and outbound drivers from entering our offices. Facilitate documents exchange outside of offices in an open-air environment
- Minimize cash/currency transactions. Sanitize your hands after every transaction where a check, cash or credit card is presented for payment. We are considering moving to all "cash-less" transactions in the future

Items/Areas to sanitize at least twice daily:

- Door handles/knobs
- Sales counter tops
- Coffee pot and refrigerator handles
- All restroom fixtures
- Telephones, keyboards and calculators
- Credit card machine and electronic signature pads
- Any area accessible to the public

Please treat this message with the attention that it deserves. We are committed to doing everything possible to protect our employees, our families, and our communities