



April 29, 2020

The Honorable Eric J. Holcomb  
Governor, State of Indiana  
Statehouse, Office of the Governor  
Indianapolis, Indiana 46204

Dear Governor Holcomb:

All of us at Coca-Cola Consolidated appreciate the great effort you and your Administration have made to keep Hoosiers safe during this COVID-19 pandemic. Like you, our Company's focus is the health and safety of our teammates, customers, consumers and communities as we continue to manufacture and deliver essential, hydrating and refreshing beverages to consumers. We are continuously monitoring Federal, State, CDC, FDA and Local Health Department guidelines and recommendations.

We appreciate your inquiry about some of our current business practices during this time of crisis and would like to provide you with an overview of actions we have implemented to ensure the safety and welfare of our teammates and the larger Indiana community.

### **COVID-19 Response: Actions and Practices**

#### **Sanitation Practices and PPE**

- Following our current, high standards for Manufacturing and Warehouse sanitation & cleaning protocols, as recommended by applicable regulations and CDC guidelines.
- Increased frequency of facility cleaning and sanitization processes where deemed appropriate and necessary, including in high-touch areas like restrooms, breakrooms, equipment, and machinery.
- Limited sharing of facility tools, equipment, and machinery.
  - Implemented a touchless scanning routine at Warehouses to prevent multiple teammates from touching common areas.
  - Worked with retail customers (grocery stores, etc.) to implement a no-touch delivery acceptance process to replace individual signing of handheld devices.
  - Provided sanitization materials, such as hand sanitizer and sanitizing wipes, to teammates.
- Provided over 500,000 pairs of disposable gloves (to date) to our teammates.
- Provided over 250,000 face masks (to date) to our teammates and are providing additional masks as supplies become available.
- Provided instructions to teammates on how to make and use face coverings.

### **Encouragement of Social Distancing**

- Implemented social distancing guidelines, including requiring teammates to maintain 6 feet or more distance with others, whenever possible.
- Staggered work start and stop times where practicable to limit the number of teammates entering and leaving the worksite concurrently.
- Staggered lunch breaks and work times where practicable to enable operations to safely continue, while utilizing the least number of teammates possible at each site.
- Restricted the number of teammates who can access common areas, such as restrooms and breakrooms, concurrently.
- Limited worksite meetings to groups of fewer than 10 individuals, in appropriate settings.
- Promoted work-from-home routines for teammates whose duties allow work remotely.
- Prohibited non-essential visitors from entering worksites.
- Implemented travel restrictions early-on for all non-essential travel.
- Increased utilization of teleworking technologies where possible, including virtual meetings.

### **Teammate and Community Health and Welfare Practices**

- Established an information portal on our One Team App, to provide all teammates with current updates regarding activity, process and policy changes, best practices and work aides.
- Distributed regular leadership updates via video and email to teammates across our territory.
  - Communicating proactive actions our Company is taking for the safety of our teammates, customers and consumers.
  - Communicating safety tips to all teammates.
  - Communicating special benefits put in place for teammates due to COVID-19.
- Frequently reinforced infection control practices with our teammates, including instructions to: (1) wash their hands often and for 20 seconds, (2) cough into their elbows, (3) avoid touching their faces, (4) keep safe distance (6 feet or more) at work and during free time, and (5) stay home if feeling at all sick.
- Encouraging teammates to self-monitor for symptoms and to immediately report any flu-like symptoms to their leaders.
- Encouraging teammates to stay home when sick by providing 40 hours of additional paid sick leave for COVID-19 related situations.
- Currently piloting a teammate temperature check program at 3 of our locations – one of which is our Portland, IN manufacturing facility.
- Providing Corporate Chaplains to support teammates' spiritual and emotional needs.
- Providing access to a Company-wide Teammate Assistance Fund for all current and furloughed teammates.

### **Response Protocol for Confirmed and/or Suspected Covid-19 Positive Cases:**

- Created assessment teams for each market unit and corporate office to gather facts and assess risk.
- Centralized reporting process to capture all reported cases in a timely manner – each one is logged, updated and recorded.

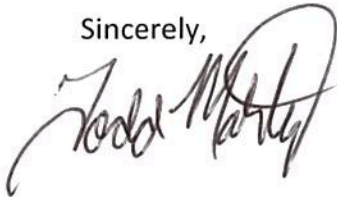
- Established communication process to notify full- and part-time teammates, third-party vendors, visitors, etc.
- Established process to notify customers in the event that a teammate(s) confirmed with Covid-19 serviced a customer location within a certain time period, prior to manifesting symptoms.
- Executing Cleaning and Sanitizing procedures based on the needs of each case.

**Community Outreach:**

- Created Food Pantries in 19 of our facilities to support teammates that need to take grocery items home.
- Provided over 10,000 snack packs to frontline teammates to help keep them nourished and focused on servicing the community, especially during the surge in grocery stores.
- Partnered with local food banks across our territory like Gleaners in Indianapolis and Food Finders in Lafayette to supply food to families in need.
- Donated 4,608 cans of AHA (Flavored sparkling water) to the Indiana State Police, based in Indianapolis, to support our first responders.

Should you have any additional questions, please feel free to contact me at your convenience.

Sincerely,

A handwritten signature in black ink that reads "Todd Marty". The signature is written in a cursive, flowing style with a large loop at the end of the last name.

Todd Marty  
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