

March 23, 2020

Dear Valued Customers,

On Thursday March 19<sup>th</sup>, 2020 Governor Newsom issued a 'Stay-at-home' Executive Order for the state of California in an effort to mitigate the impact of COVID-19 Coronavirus. Governor Newsom stated that the supply chain must continue, and as an 'Essential Business' providing food and beverage ingredients to other 'Essential Businesses', we will remain open.

NP Nutra<sup>®</sup> would like to take this opportunity to extend our thoughts and warmest wishes to all our valued customers as we all navigate troubled waters and, in one way or another, are impacted by a threat to our health, safety and peace of mind.

We take the health and safety of our customers, vendors and employees very seriously. In addition to maintaining our existing rigorous standards of sanitation and cleanliness at our facility, NP Nutra<sup>®</sup> has implemented the following in accordance with CDC guidelines:

1. Where possible, team members are now working remotely and using online conferencing as a tool to maintain effective communication and work relationships between departments.
2. When required to work at our facility, we have enforced social distancing of at least six (6) feet between each team member and we are limiting employees to the minimum required to safely and effectively carry out the necessary workload.
3. All employees are regularly utilizing hand washing facilities with soap and water, and hand sanitizer containing at least 60 percent alcohol, which is positioned at various locations throughout our facility.

NP Nutra<sup>®</sup> will continue to serve our customers to the best of our ability and shipments will continue unless there are government-mandated port or business closures. We will keep you informed of ongoing developments if there are any changes that affect the supply chain.

We thank you for your understanding and loyalty as we work together to prevent the spread of COVID-19 Coronavirus throughout our country.

Wishing you well,  
Sincerely



Mark Campbell  
Chief Operating Officer.



Helga Villanueva  
Director of Quality & Regulatory Compliance  
Head of CV-RAM Team

<sup>1</sup> <https://covid19.ca.gov/stay-home-except-for-essential-needs/>