



**Subject: Update regarding Aramark response to Coronavirus concerns**

Aramark is dedicated to the safety and well-being of our employees, our clients and our customers. As a valued partner, I want to assure you that we are prepared to respond appropriately during a health crisis like the one that is rapidly-evolving with Coronavirus (COVID-19).

As a part of Aramark's business continuity strategy, we have a Global Pandemic Plan, which is a living document updated on a regular basis by a core team of our senior leadership. The Plan is in place to assist our corporate personnel and our front-line managers in planning for and responding to a critical situation. In addition, we provide our local leadership with guidelines and a template to assist in developing a site-specific Pandemic Plan.

Your Food Service Director will serve as the Aramark Point of Contact (POC) for your school district. In addition, your District Manager copied on this email is also an additional POC. The POC will work with you in the development, exercise, and execution of the Pandemic Plan, which is intended to complement your organization's disaster recovery plan.

The POC will consider multiple factors, such as:

- how does our Pandemic Plan need to align with your disaster recovery plans;
- what strategies may be executed to minimize impact to our critical services;
- what business continuity issues, such as identifying critical employees for delivering services, and preparing for potential disruptions to our supply chain; and
- what regulatory and other industry leadership considerations are necessary

Once the site-specific Pandemic Plan is established, the POC will also continue to oversee the education and training of Aramark employees on the COVID-19 threat, including but not limited to the current status of the outbreak, virus symptoms, recommended travel restrictions, and most importantly precautions to be taken from a hygiene perspective to protect themselves, their families, and everyone in your facilities.

Aramark is prepared to work with your team and shares your vigilance to address any and all issues associated with the outbreak of the Coronavirus (COVID-19). If you have any questions or concerns that you would like to discuss, I welcome the opportunity to speak with you further.

Sincerely,

Barbara Flanagan, President

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