



March 19, 2020

As the COVID-19 crisis continues to emerge, we realize that you are inundated with information and circulars from suppliers, partners and government agencies, to name just a few. We also realize that things change by the hour. We want you to know what we are doing to protect our employees, our customers and our community.

The safety and health of all individuals is paramount, and it is no small task to find that happy medium between common sense and appropriate caution. There is no question that this virus can cause serious illness and even death to certain sectors of the population, and we all know how rapidly it can spread. As such, we are keenly focused on implementing extra measures to reduce the risk of exposure to our employees and all those who enter our facilities.

Our commitment to strict criteria for facility cleanliness remains unchanged. This includes adherence to FDA and Good Manufacturing Practices (GMPs) standards. In addition, and because of what we know about this virus, all employees are strongly urged to thoroughly wash their hands multiple times per day, with specifically identified "critical times" for such practices. We follow rigorous daily regimens for cleaning and sterilizing each warehouse. In addition, we have added extra sanitizing products to each department, and we are striving to secure additional suppliers/supplies in a market where such materials are increasingly scarce.

We are coaching our employees to practice social distancing, and have initiated a system allowing office workers to work from home if needed and where possible. It is a requirement for employees to report any illness they have to their manager at once, and those managers have been (and continue to be) trained to appropriately and conscientiously handle such circumstances. We already understand that no two situations will likely be the same. We are bolstering our hiring efforts in order to have additional resources available in the event of any substantial depletion of our work force due to illness. Our hope is that this is an unnecessary precaution, and we strongly favor preventive measures. That said, there are many variables over which we and our associates may have little control.

We pledge to remain transparent in our communications with you about our operating schedules, which we hope to maintain with minimum disruption and as close to normal as possible. Acme has put together a COVID-19 Response Team, with our Safety & Risk Manager, Angie Sisney, as the point of contact. Please email her at [angie\\_sisney@acmd.com](mailto:angie_sisney@acmd.com) or call 303-739-2132 if you have questions.

Although we do not know what tomorrow will bring, we assure you that we will continue to do our best to provide safe, high quality services to you and your customers. We pray that you, your family and our community will stay healthy and come through this challenge as unscathed as possible.

Sincerely,  
Your friends at Acme Distribution

**Tuesday, April 21, 2020 2:45 PM**  
**Subject: Colorado Executive Order to wear mask covering**  
**To: All Our Valued Colorado & Harrisburg Customers:**

On Friday April 17, 2020, Governor Polis (Colorado) issued an executive order (Pennsylvania already has one in place) requiring workers in critical businesses to wear non-medical masks covering their nose and mouth while at work.

In order to comply the Governor's order, we would kindly ask that you share this note with your customers and their respective carrier agents that may access any Acme or Howard Logistics Facility to ensure that those individuals will be properly equipped with a mask in order to gain entry.

Once this mandate expires or is modified, we will keep you advised.

Thanks in advance for helping us do our part of providing a solution to control the COVID-19 pandemic and comply with the Governor's order.

Stay well and stay healthy!

Doug Sampson CPIM CSCP  
Sr. Vice President-Shareholder

## **ESSENTIAL CRITICAL INFRASTRUCTURE WORKER**

1. On March 16, President Donald Trump issued updated Coronavirus Guidance for America. This guidance states that: "If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, you have a special responsibility to maintain your normal work schedule."
2. On March 19, the U.S. Department of Homeland Security's Cybersecurity and Infrastructure Security Agency (CISA) issued an initial list designating "Essential Critical Infrastructure Workers."
3. CISA's designation of Essential Critical Infrastructure Workers includes:
  - a. Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use.
  - b. Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and blockchain managers
4. This document certifies that this individual is an Essential Critical Infrastructure Worker, as designated by the Cybersecurity and Infrastructure Security Agency.
5. Accordingly, it is appropriate in light of the President's Coronavirus Guidance, to allow this individual to proceed to and from the warehouse location.

## **Fellow Members Discuss COVID-19 Considerations, Practices for Warehouses**

IWLA Partner Member Chip Scholz gathered some leading minds earlier this week to tackle the business, personnel, regulatory, and other issues surrounding doing business during the COVID-19 pandemic.

You can link to the call below. Please keep in mind this disclaimer:

- All information contained in this presentation and supporting documentation is for informational purposes only. It should not be relied upon to make decisions pertaining to your COVID-19 response plan. Please check with the CDC and appropriate medical professionals to develop your own, specific communicable disease prevention plan. None of the speakers' companies nor their employees is responsible for the use of this information.

**[CLICK HERE TO START THE COVID-19 WEBINAR RECORDING](#)**

Here are the IWLA members on the panel:

- Howard Kamerer, President and CEO, Wow Logistics, Appleton, Wis.
- Paul Verst, Chairman, CEO, Verst Logistics, Walton, Ky.
- Jeff Greelish, HR Vice President, Verst Logistics, Walton, Ky.
- Mark DeFabis, President & CEO, Integrated Distribution Services, Inc, Indianapolis, Ind.
- Doug Sampson, Senior Vice President – Shareholder, Acme Distribution, Denver, Colo.
- Jared Stadlin, Chief Operating Officer, Linden Warehouse, Linden, N.J.
- Brien Downie, President, Holman Logistics, Kent, Wash.

**NOTE:** Kamerer, Sampson, and Stadlin are IWLA Board Members. Verst and DeFabis are past IWLA Chairmen.