



To: HOI Vending Staff & Team
From: HOI Vending Management
Date: 3/11/2020
Subject: COVID-19 (Coronavirus) Best Practices & Information

Our team encourages you to follow the guidance of the federal Centers for Disease Control's dedicated information on novel coronavirus (COVID-19). Updates and information can be found readily on: <https://www.cdc.gov/coronavirus/2019-ncov/index.html> along with useful guidance on how to prevent the spread of the disease.

In accordance with CDC instruction be certain to wash your hands effectively; stay out of crowds; clean all surfaces **ESPECIALLY OUR MACHINES IN THE FIELD**. HOI Vending respects the information provided by our Public Health Department and the CDC, please follow the instructions of the public health authorities.

Some Key Notes From the CDC:

"There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty."

As always, we are incredibly committed to you, our staff, as well as all the stakeholders whom we are honored to serve from our customers, vendors, and communities. Our values of Service, Integrity, and Community drive everything which we do. At a time like this, the value of community shines forth as we must unite and ensure we live with integrity, taking necessary precautions to always wash our hands and fulfill other measures to keep ourselves and those we serve healthy.

Thank you for your commitment to HOI Vending and our mission of service. Have a wonderful day and please consult the CDC website or the Peoria County Public Health Department's information regarding this situation: <https://www.pcchd.org/289/COVID-19-Coronavirus>

As always, we are honored to serve alongside you, and we are on the same team pursuing the work which delivers value to our customers and communities. Remember your importance and know we are here for you.

Best,
Pat Prather