

**From:** [Max Leventhal](#)  
**To:** [All Employees](#)  
**Subject:** Update on Being an Essential Business  
**Date:** Tuesday, March 31, 2020 5:14:00 PM

---

To: Fedway and Affiliated Companies Employees

Today the world is almost unrecognizable from a few weeks ago – the world is in the grips of a pandemic. It is with the greatest respect that I write to you and to the families that have been affected by this virus. Yet, the endurance and perseverance of our people has elevated our values of trust and respect all across our company – on behalf of the executive team, thank you for all that you do and for your commitment to our company.

On a personal level, it pains me to see our people suffer under the weight and relentlessness of this virus. We remain committed to your safety and strive to protect you and our company. Even in the face of this pandemic, you have demonstrated your resilience and spirit of cooperation – and we are not alone.

Ten days ago, the responsibility of being an essential business was a determination made by the Governors in the states in which we operate. We are not just selling a case of wine, delivering a case of vodka, purchasing a pallet of tequila, pulling a container from the port – we are providing the states we operate within an essential service and we have many people rooting for us.

A story in the news recently recounted an old man who got out of his car and stopped a truck driver in the parking lot of a Walmart. The old man asked the truck driver if he could say a prayer for him. The truck driver accepted the offer and so the old man went ahead and prayed for the truck driver, right there in the middle of that Walmart parking lot. The old man prayed for the driver, the safety of the driver and that all of the products he was delivering would get to the people that needed it the most.

Until those shelves are empty, you do not think a whole lot about what it is that we do. And if we stop, the state stops.

The enormous responsibility of providing the people of New Jersey, California, Georgia, Texas and South Carolina with our essential products and services, is our mission. Put simply, we cannot accomplish our mission without our entire team rowing together in the same direction. Each of us are an essential employee and each of us has an essential responsibility.

I believe in our people and our company's bright future. If we stick together and look after one another, we will all come out even more resilient than ever before.

People are holding up signs on the interstates saying, "THANK YOU TRUCKERS". We are grateful for the trust that has been bestowed upon us. But now more than ever, our role to provide goods and services to our customers is more important than ever before.

We will continue to follow the CDC guidelines in order to provide a safe workplace. To that end, below are some of the highlights of what we are doing to ensure your safety:

We have:

- Staggered driver start times to prevent drivers from congregating at the warehouse
- Provided disinfecting wipes and hand sanitizer in all of our delivery trucks and throughout the high pass, high pause areas in our offices
- Cross trained merchandisers, field managers and on-premise specialists for warehouse work as backup to our warehouse personnel
- Brought online our Somerville office as a backup location for our headquarters in Basking Ridge
- Provisioned backup laptops and Go To My PC for those employees permitted to work from home

Staggered breaks and lunch breaks to distance our employees throughout the breakrooms and lunchrooms

- Provided gloves to the cash application agents

We continue to:

- Credential access to our facilities, strictly for our employees
- Conduct more frequent, deep sanitization of the workplace
- Rotate our warehouse management, sales management and marketing teams, so that no team will be at the same location at the same time
- Direct salespeople not to congregate at the office and drop off checks away from the Customer Service department
- Decline requests for salespeople pickups to prevent unnecessary contact at the warehouses
- Spread out our staff throughout our offices for those who must report to the office
- Disinfect all packages, mail and checks coming from outside of our facilities

In the days to come, we will inevitably be confronted with new challenges and we will continue to make decisions that maintain the safety of our employees and strengthen our future. We appreciate your patience and understanding as we make decisions that may cause changes to your daily routines. We are committed to ensuring we perform our essential duties with as little disruption to you, your families, our customers and suppliers alike.

Take care of yourself and your loved ones, nothing is more important.

Sincerely,

Max Leventhal