



Fox Vending Inc.

Excellence in Vending

COVID-19 Policies and Procedures

May 2020

To our valued customers & Fox Vending Family...

Governor Pritzker's Stay At Home Order went in to effect on March 20, 2020 and since then Fox Vending has remained open to service those clients that have been deemed essential. Since the majority of our customers have remained closed during this time, or open but not allowing outside vendors in to their facility, we have been operating with a fraction of the usual staff of 34 employees and have maintained a safe socially distanced work environment since then.

We take the health and wellness of our employees very seriously as well as our customers at each of our locations. With that in mind the following steps are being taken to ensure the safety of all involved.

HEADQUARTERS

1. Gloves & masks are being provided and safe social distancing is being followed as recommended by the CDC
2. Fox Vending employees pulling product for customer machines and/or markets are required to wear masks and gloves at all time while on the line
3. No outside vendors are being allowed in to our facility. All product is received in our parking lot and brought in by a Fox Vending employee
4. Frequent hand washing, including regular use of hand sanitizer is being encouraged
5. Anyone showing any symptoms of being sick have been instructed to go home/stay home until they have been cleared by a medical professional and are able to provide certified documentation that they are cleared to return to work
6. Daily temperatures are being taken upon arrival
7. All common surfaces disinfected daily
8. Employees have been instructed to disinfect their own workspace regularly
9. Only the necessary employees have been called to work and all other employees have been furloughed



Fox Vending Inc.

Excellence in Vending

ON LOCATION

1. Fox Vending delivery personnel are required to wear masks and gloves while operating within a customer's location
2. Fox Vending delivery personnel will wipe down machines upon each visit
3. Fox Vending delivery personnel are instructed to maintain a safe social distance of 6 ft. and not to engage in any unnecessary communication while on location
4. Customers are being asked to refrain from engaging Fox Vending personnel in any prolonged communication and instead to direct any comments, questions or concerns to management by calling our main office line or directing an email to the following:
Jennifer Fox jlfox@foxvending.com
Mike McCarthy mac@foxvending.com

These policies and procedures will remain in place until further notice and may be amended in the weeks and months to come.

Fox Vending is immensely grateful that our customers have been so understanding and patient with us as we have navigated through this new, hopefully temporary normal. Overall we want to thank you for your cooperation and understanding and most importantly your continued business and support.

With gratitude,

The Fox Vending Team