



COVID-19 (Coronavirus) Update

March 16, 2020

Valued MaxYield Members and Clients;

As you are aware, an outbreak of the COVID-19 (Coronavirus) has developed and is causing nation-wide concern. I want to provide an update on the actions we're taking to ensure the health and safety of our team members and clients.

Today we communicated with our team members about our expectations regarding employee health and safety related to COVID-19. **Out of an abundance of caution, these are some of the steps MaxYield Cooperative is taking through at least April 4, 2020 to help protect our team members and clients.**

- If employees are ill, they are strongly encouraged to stay home until fully recovered.
- Regularly clean and disinfect frequently touched surfaces in our offices.
- Regularly wash hands, use hand sanitizers and properly cover sneezes and coughs.
- Enacting a "no-handshake" policy. We know that our members and clients will understand this importance.
- No business travel for all MaxYield employees and all MaxYield business meetings are restricted. We are asking employees to self-quarantine for 14 days after personal international trips or trips to high-risk domestic areas.

For you, our members and clients, we are committed to being your solutions provider during this time.

- **All cooperative operations, including grain receiving and delivery of products will continue.** Our locations are open and ready to help.
- **When possible, we'd like to do business by phone or online.** We strongly value our personal relationships and walk-in clients, however if we can do business over the phone or online during this time, it will ease the risk to you and our team. Be sure to ask about resources we offer online and electronically.
- If you have an in-person meeting scheduled with a member of our team, we are happy to set up a phone conference.

This is a rapidly changing situation. We will continue to monitor the status of COVID-19 through the CDC at www.cdc.gov/coronavirus/2019-ncov. If there are any changes to this policy we will communicate as such. Thank you for your understanding and support of MaxYield. Do not hesitate to contact your MaxYield location with questions or concerns.

Respectfully,

A handwritten signature in black ink that reads "Keith Heim".

Keith Heim, CEO