

UPDATE

COVID 19



WHAT IS COCA-COLA UNITED DOING?

Establishment of Task Force COVID-19

We have established a Coke UNITED **Coronavirus (COVID-19) Task Force**, with representatives and leaders from all areas of our organization.

The task force is charged with developing plans on preparedness, safety, business continuity, communications, and policies relating to COVID-19 and the safety of our associates.

COVID-19 updates will be added to our standard Emergency communications protocols (Employee Resource Site, website, hotline, Yammer).

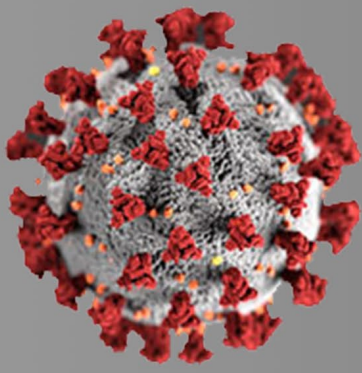
We are coordinating with others throughout the Coca-Cola System to share best practices.

Sanitation of our Facilities

We have increased and deepened the sanitation and disinfecting of all our facilities, in particular in common areas and on door handles, light switches, etc.

Disinfectant supplies will be available at all facilities where common equipment (i.e. forklifts, power jacks, trucks, headsets, office equipment, etc.) are used by multiple associates, as well as in administrative areas.

We continue to adhere to the highest food safety and quality standards in our production facilities and sales centers.



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Restrictions to Meetings, Travel & Visitors

All international travel is prohibited.

We are restricting domestic business travel to only that which is essential to do in person. All other meetings are to be done via webinar and conference call.

All cruise travel will require a 14-day quarantine.

We are limiting visitors to our facilities. For those who do visit our facilities, they will be required to complete a visitor assessment regarding their health, exposure and travel.

All large meetings and gatherings, along with conference attendance, should be held via teleconference.

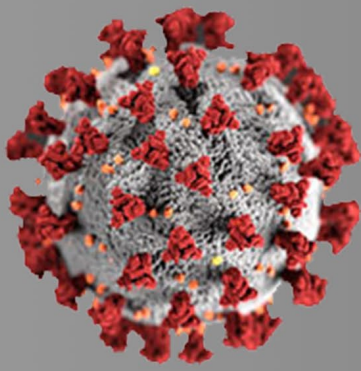
Compassion/Associate Communication/Training

HR is reviewing our employee policies to assure they meet the needs of our associates during this coronavirus pandemic. An Employee Guide has been issued from HR with important information and is available on the Employee Resource Site as well as Yammer.

Our Coronavirus Task Force will be distributing a guide for leadership and all associates to answer questions and address various situations that may occur.

Our Learning & Development team has developed a short, but important, coronavirus awareness video, which we will require every associate to take online.

Regular communications and updates can be found on our Employee Resource Site, Yammer, and our Coca-Cola UNITED website.



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Reminders on what YOU can do

Follow good respiratory hygiene. Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze.

Maintain Social Distancing of at least six (6) feet between yourself and anyone who is coughing or sneezing.

Employees are encouraged to stay home if they are sick, and we've extended our paid time off policy to make sure our team members have every opportunity to seek medical attention, if needed.

NO HANDSHAKING. Use a fist bump, elbow bump, slight head nod/bow. Wash hands often, with soap and water, for at least 20 seconds.

Use only your knuckle to touch light switches, elevator buttons, etc. Open doors with a closed fist, your coat/shirt or your hip, if possible.

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Use an ample amount so that you have 20 seconds of cleaning prior to evaporation. Use hand sanitizer (60% alcohol) often.

Use disinfectant wipes provided at stores, restaurants, etc., if available. Wipe the handles and child seats of grocery carts. When dispensing gasoline, lift the handle with a paper towel and use hand sanitizer or wash your hands upon completion.

Avoid touching your eyes, nose, and mouth. COVID-19 is spread in large droplets by coughing and sneezing. The air will NOT infect you; however, all the surfaces where these droplets land will be infected, and the contamination lasts for approximately one (1) week. This virus only has cell receptors for lung cells; therefore, only your lungs/pulmonary system can become infected through your nose or mouth, via your contaminated hands or an infected cough or sneeze, onto or into, your nose and/or mouth.

Avoid close contact with individuals who are sick.

Clean and disinfect frequently touched/shared objects, equipment and/or surfaces.