



Date: 5/29/2020

From: Martignetti Companies

Re: Sales Return to Work Plan

Dear Valued Customer,

On Monday, June 1, 2020, our sales teams will return to service the marketplace with modified duties. Martignetti is committed to adding value to your business while taking the necessary precautions to protect our employees, customers and suppliers.

As a result, we have implemented the following practices:

Health & Safety Practices Recommended by CDC and State of Massachusetts

- Martignetti Sales Team members may not enter an account without specific customer approval and a full understanding of your Covid-19 policies and practices.
- Employees are required to complete a daily Covid-19 wellness questionnaire that includes a temperature check.
- Face masks are required in all public places and must always be worn in the trade and when the six-foot rule cannot be guaranteed when out in public places.
- Employees must wash their hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Prior to entering and leaving a customer site, employees must disinfect all tools and shared equipment such as pens, case cutters, staplers, dusters etc.
- Employees must drive alone when there are multiple employees working at the same customer location.
- Martignetti provided each employee with a PPE kit that included masks, hand sanitizer and gloves.
- For tracing purposes, employees will be required to log all in person account visits daily.
- Our business office remains closed however our Customer Service and Credit Departments are working remotely and are fully functional with representatives available to assist you with any questions you may have.

Sales Practices

1. Off-Premise Pre-Store Opening or Limited Traffic Activities

- Take inventory and generate suggested order.
- Shelf stocking, shelf talker merchandising and category management.
- Display merchandising, POS placement, updating thematic POS - window, counter and cold box.

2. On-Premise Pre-Account Opening and or Limited Traffic Times When Accounts Do Open

- Sales calls by appointment.
- Wine or drink menu development.
- Sample or will-call delivery.
- POS or graphic arts material drop off.

3. Event Activities and Work-Withs Remain Suspended

- Attendance at in-store events, trainings and tastings remain suspended. Requests for training will be conducted remotely via WebEx.
- All third-party tastings are suspended.
- Both Supplier and Manager Work-withs remain suspended.

Delivery to Customers and Modified Warehouse Activity “no touch” Operations Plan

Deliveries will no longer be made using the “hook and drop” method. After further consideration, the Company felt that it was time to move to the next phase of deliveries. If an account prefers that the cases be dropped in a different area than they have been over the past few weeks, our delivery staff will be instructed to honor that request as long as, the location is on the main level of the account. Our delivery staff will not bring cases into basements or attics at this time.

The warehouse operation team has devised a process for a “no touch” pick-up for Customer Pick-Ups, POS, Will-Calls, Samples and POS (including Marketing). [Will Call Sample POS Process](#)

Martignetti is committed to servicing the marketplace while taking the necessary precautions to protect our employees, customers and suppliers during this uncertain time. We are continuing to monitor the real-time developments published by the Massachusetts State Government and Centers for Disease Control (CDC) regarding business operating guidelines and safety procedures. As additional information becomes available, we will update you on operating procedure changes.

We appreciate your understanding and support as we begin to re-enter the marketplace.