

EXHIBIT 1

Carle, Sarah - OSHA

From: Giguere, Susan - OSHA
Sent: Wednesday, April 15, 2020 1:42 PM
To: Carle, Sarah - OSHA
Subject: FW: OSHA RESPONSE
Attachments: OSHA RESPONSE.doc; Exhibit A.pdf; Exhibit B.pdf; Exhibit C-1.jpg; Exhibit C-2.jpg; Exhibit D-1.pdf; Exhibit D-2.pdf; Exhibit E.pdf

Importance: High

From: OSHA Area Office Wilkes-Barre <OSHAWilkesBarre@DOL.GOV>
Sent: Wednesday, April 15, 2020 1:15 PM
To: Giguere, Susan - OSHA <Giguere.Susan@dol.gov>
Subject: FW: OSHA RESPONSE
Importance: High

From: David Hollander <dhollander@mr-specialty.com>
Sent: Wednesday, April 15, 2020 1:09 PM
To: OSHA Area Office Wilkes-Barre <OSHAWilkesBarre@DOL.GOV>
Cc: 'David Hollander' <dhollander@mr-specialty.com>
Subject: OSHA RESPONSE
Importance: High

Dear Director Stelmack,

Attached, please find our response regarding OSHA Complaint # 1568454. Please let me know if there is any other information I can provide to help. Can you please confirm that you received this? Stay safe.

Regards, Dave

David Hollander
Director of Human Resources
and Corporate Procurement

Maid-Rite Specialty Foods, LLC
105 Keystone Industrial Park
Dunmore, PA 18512

☎ (570) 343-4748 📠 (570) 354-2327
✉ dhollander@mr-specialty.com





maidrite™
SUPERIOR PORTIONED MEATS SINCE 1960

April 15, 2020

By E-Mail to OSHAWilkesBarre@dol.gov

Mark Stelmack, Area Director
Occupational Safety and Health Administration
Wilkes-Barre Area Office
7 North Wilkes-Barre Boulevard, Suite 410
Wilkes-Barre, PA 18702-5241

Re: OSHA Complaint # 1568454

Dear Mr. Stelmack:

Please accept this letter as the response to Complaint No. 1568454 for Maid-Rite Specialty Foods, LLC (“Maid-Rite”).

The alleged hazards stated in your letter are:

- 1) *Employees working in the facility have tested positive for covid-19 and the employer is not sanitizing common areas.*
- 2) *The employer is not enforcing social distancing within the facility.*
- 3) *Personal protective equipment, including as facemasks, are not being provided to employees.*

Our response to each of these allegations is set forth below:

Allegation 1: Employees working in the facility have tested positive for COVID-19 and the employer is not sanitizing common areas.

Maid-Rite has never knowingly allowed any employee to continue working when he/she exhibits COVID-19 symptoms – any employee showing COVID-19 symptoms in the workplace is sent home immediately. To the best of our knowledge, no employee (or any other individual) has entered a Maid-Rite facility after receiving a positive test result for COVID-19.

Regarding the Company’s sanitation efforts: As a facility that is subject to daily USDA inspection, Maid-Rite maintained a strong sanitation process even before the COVID-19



pandemic. When COVID-19 began to spread in the United States, Maid-Rite took steps to enhance sanitation throughout its facility even before the first COVID-19 case was confirmed in Lackawanna County. Specifically, the following cleaning steps are currently in place:

1. As required by the USDA, all production areas are cleaned and sanitized on a daily basis. This is accomplished by a designated team on a specific shift utilizing high pressure hoses / hot water and multiple chemicals (Quat. Bleach and caustic acid) to clean all food contact and non-contact surfaces.
2. During each daily production shift, all employees are required (at a minimum) to wash their hands prior to entering the production floor. A series of sinks with hot water, soap and paper towels are strategically positioned throughout the facility in order to accomplish this.
3. Additionally, during the daily “clean-up” shift, Maid-Rite has all support areas cleaned including the break room, locker room, bathrooms and office areas.
4. During operations, Maid-Rite has designated individuals re-clean the support areas and focus on high touch surfaces such as doorknobs, vending machines, tables, chairs, etc. A Quat Sanitizer (200-300ppm) throughout the day to clean these surfaces.
5. On the weekend of April 4-5, Maid-Rite hired an industrial cleaning firm to apply Rely + Multipurpose Disinfectant Cleaner that kills norovirus. During this timeframe, 60,000 sq. ft. of our facility was cleaned and sanitized (a copy of the receipts for this service, and a slide show for employees demonstrating the areas of the plant that were fogged, are attached as Exhibit A).

More generally, Maid-Rite has postings throughout its plants reminding employees about the importance of hand washing, and has provided hand sanitizer stations throughout its plants.

Allegation 2: The employer is not enforcing social distancing within the facility.

The structure of Maid-Rite’s production line does not always permit employees to stand six feet apart. However, Maid-Rite has worked to extend spacing between employees on the line where possible. It has also taken each of the following steps to encourage social distancing:

- Instituted a staggered schedule for lunch and breaks, to better allow for social distancing in common areas.
- Restricted all office staff from leaving their areas for breaks/lunches, thus limiting interaction between office and line workers in common areas.



- Limited transfers of employees between plants;
- Restricted outside delivery drivers from entering the plant;
- Restricting non-essential vendors and visitors from entering the plant;
- Shut down its main production floor of the Cooked Plant from the night of April 3 through April 15, 2020; and
- Shut down its main production floor of the Raw Plant from April 10 through April 15, 2020.

Maid-Rite also engaged Cocciardi and Associates, Inc. (“Cocciardi”), an outside safety firm, to conduct an analysis of its facility earlier this month (Cocciardi’s COVID-19 Environmental Health & Safety Preparedness Assessment Checklist for Maid-Rite is attached as Exhibit B).

Allegation 3: Personal protective equipment, including as facemasks, are not being provided to employees.

Maid-Rite has always provided employees with all personal protective equipment required by OSHA for a facility of its type. With regard to masks specifically, the CDC and Pennsylvania Department of Health guidance for employers regarding COVID-19-related personal protective equipment have been evolving, and masks were not initially recommended for non-healthcare employers. When public health authorities broadened their recommendations regarding use of masks, Maid-Rite immediately procured and issued masks to employees in all plants, and mandated that employees wear those masks (photographs of masked employees on the line are attached as Exhibits C-1 and C-2). Maid-Rite has also ordered clear plastic face shields for all employees, which will be issued as soon as they arrive, and will be used in conjunction with the masks.

Other COVID-19 Mitigation Measures

Although not directly related to the allegations cited in your letter, Maid-Rite also received forehead thermometers this week, and began taking the temperatures of all individuals before they enter Maid-Rite’s plants on Tuesday, April 14 (receipts for the thermometers is attached as Exhibits D-1 and D-2).

Maid-Rite has also been very communicative regarding its COVID-19 mitigation measures – both with public health authorities and with its employees. When employees have reported potential COVID-19 exposure, or positive COVID-19 results, Maid-Rite has immediately contacted the Pennsylvania Department of Health to solicit instructions, and has followed those



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instructions to the letter. Employees who show COVID-19 symptoms are sent home and instructed to contact their physicians, and employees who report COVID-19 diagnoses or exposure are instructed not to come to work. Maid-Rite then looks back to determine who those infected / potentially infected employees may have come into contact with, and confidentially informs those employees about potential exposure, all as recommended by the Pennsylvania Department of Health.

Conclusion

Maid-Rite places a strong emphasis on workplace safety and has taken the threat posed by COVID-19 very seriously. We are continuously monitoring guidance for employers related to COVID-19, and have been proactive in terms of adopting COVID-19 mitigation measures. A copy of our signed Certificate of Posting is attached as Exhibit E.

Please do not hesitate to contact me with any questions or concerns. Thank you.

Sincerely,

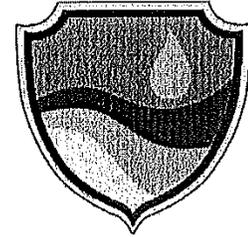
David Hollander

David Hollander
Director of Human Resources

PO # 25,233

DSH
Coyne

StainAway #352084
P.O. Box 125
Lattimer Mines, PA 18234 US
5709562855
stainaway@live.com



INVOICE

BILL TO
Maid-Rite
105 Keystone Industrial Park
Dunmore, PA 18512

INVOICE # 1347
DATE 04/07/2020
DUE DATE 04/22/2020
TERMS Net 15

PO#
Emergency Service

ACTIVITY	QTY	RATE	AMOUNT
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Rely+On Bio-safety security solution: - SARS- CoV-2- Disinfectant;	60,000	0.50	30,000.00
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Method: Dual treatments

Disbursements:
Floor: Backpack Sprayers (wet & heavy)
Machines & Tools: ULV Misting (wet fogging)

The Chemical applied was Rely+On by LanXess.

There were 4 team members on-site doing the work. The project took roughly 15 hours. We applied Rely+On at the rate of 400 SF per gallon over 60,000 SF of your Facility. We used approximately 155 gallons of Rely+On.

Photographic updates were provided.

We worked back in such a way that There was no entry into a space that just completed.

Thank you very much for Relying on us to help you through this unprecedented situation.

670 99 240
* RT- General - DUN 15K
* RT- General - POLAR 15K

OK
TO PAY

APR 14 2020

DSH

BALANCE DUE

\$30,000.00

APR 10 2020
DS
D.B.

AA



Purchase Order 251233-A

Order Date 04/09/20

MAID-RITE SPECIALTY FOODS, LLC
 105 Keystone Industrial Park
 PO Box 509
 Dunmore, PA 18512
 Telephone: 570/343-4748

Vendor:

STAIN AWAY
 P.O. BOX 125
 LATTIMER MINES, PA 18234
 USA

Ship To:

MAID-RITE DUNMORE
 105 KEYSTONE INDUSTRIAL PARK
 DUNMORE, PA 18512
 USA

THIS IS A CLOSED PURCHASE ORDER

Vendor	Vendor Fax Number	Vendor Telephone Number	Carrier	F.O.B.	Terms	
352088		570-956-2855	99		NET 15	
Buyer	Confirming To	Remarks	Freight	Tax		
21				N		
Line	Qty. Ordered	Unit of Measure	Your Item Number	Our Item Number	Unit Price	Extended Price
	Qty. Received	Qty. Open	Item Description	Date Required		
1	1.000	UN		*QA_GENERAL_DUN	15000.00000	0.00
	1.000	0.000	QUALITY CONTROL-GENERAL-DUNMORE	04/09/20		
			COVID 19 Disinfectant			
3	1.000	UN		*QA_GENERAL_POLAR	15000.00000	0.00
	1.000	0.000	QUALITY CONTROL-GENERAL- COOKED	04/09/20		
			COVID 19 Disinfectant			
					NonTaxable Subtotal	0.00
					Taxable Subtotal	0.00
					Tax	0.00
Total Qty Ordered 2.000					Total Order	0.00
All prices, amounts, and totals are in USD - US Dollars						

RECEIVED
 APR 09 2020

Dawn Swingle



Purchase Order 251233-A

Order Date 04/09/20

MAID-RITE SPECIALTY FOODS, LLC

105 Keystone Industrial Park
 PO Box 509
 Dunmore, PA 18512
 Telephone: 570/343-4748

Vendor:

STAIN AWAY
 P.O. BOX 125
 LATTIMER MINES, PA 18234
 USA

Ship To:

MAID-RITE DUNMORE
 105 KEYSTONE INDUSTRIAL PARK
 DUNMORE, PA 18512
 USA

THIS IS A REVISED PURCHASE ORDER

Vendor	Vendor Fax Number	Vendor Telephone Number	Carrier	F.O.B.	Terms	
352088		570-956-2855			NET 15	
Buyer	Confirming To	Remarks	Freight	Tax		
21				N		
Line	Qty. Ordered	Unit of Measure	Your Item Number	Our Item Number	Unit Price	Extended Price
	Qty. Received	Qty. Open	Item Description	Date Required		
1	1.000 0.000	UN 1.000	*QA_GENERAL_DUN QUALITY CONTROL-GENERAL-DUNMORE COVID 19 Disinfectant	*QA_GENERAL_DUN	15000.00000 04/09/20	15000.00
3	1.000 0.000	UN 1.000	*QA_GENERAL_POLAR QUALITY CONTROL-GENERAL- COOKED COVID 19 Disinfectant	*QA_GENERAL_POLAR	15000.00000 04/09/20	15000.00
					NonTaxable Subtotal	30000.00
					Taxable Subtotal	0.00
					Tax	0.00
Total Qty Ordered 2.000					Total Order	30000.00
All prices, amounts, and totals are in USD - US Dollars						

RECEIVING COPY

Purchase Order 251233-A

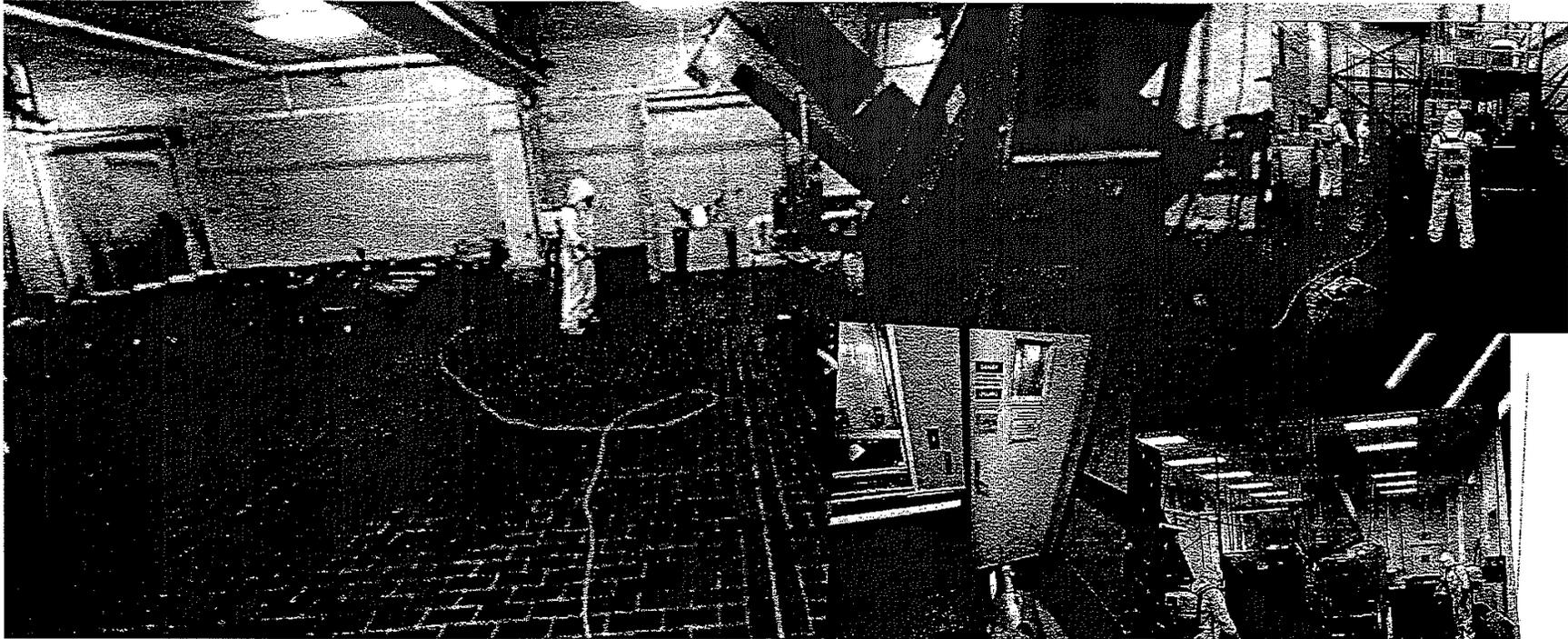
MAID-RITE SPECIALTY FOODS, LLC
 105 Keystone Industrial Park
 PO Box 509
 Dunmore, PA 18512
 Telephone: 570/343-4748

Order Date 04/09/20



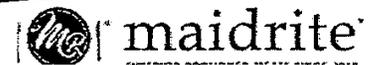
Ship To: MAID-RITE DUNMORE 105 KEYSTONE INDUSTRIAL PARK DUNMORE, PA 18512 USA	Vendor: STAIN AWAY P.O. BOX 125 LATTIMER MINES, PA 18234 USA
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Vendor	Vendor Fax Number	Vendor Telephone Number	Carrier	F.O.B.	Terms
352088		570-956-2855	99		NET 15
Buyer	Confirming To	Remarks	Freight	Tax	
21				N	
Line	Qty. Ordered	Unit of Measure	Your Item Number	Our Item Number	
	Qty. Received	Qty. Open	Item Description		
1	1.000	UN		*QA_GENERAL_DUN	
	1.000	0.000	QUALITY CONTROL-GENERAL-DUNMORE		
			ReqDt: 04/09/20		
			Receipt Date 4/9/2020		
			COVID 19 Disinfectant		
3	1.000	UN		*QA_GENERAL_POLAR	
	1.000	0.000	QUALITY CONTROL-GENERAL- COOKED		
			ReqDt: 04/09/20		
			Receipt Date 4/9/2020		
			COVID 19 Disinfectant		



Prevention &
Mitigation
Management

for COVID-19

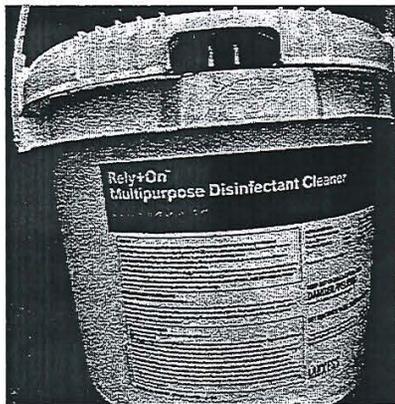


Efforts Made To Mitigate the Spread of COVID-19

- 1. On the weekend of April 4th & 5th we elevated cleaning and sanitizing protocols at all Maid-Rite facilities, this included hiring an outside company to apply a disinfectant that kills COVID-19 on surfaces.*
- 2. We applied 150 Gallons of this EPA,USDA, FDA approved chemical disinfectant to 60,000 sq.ft. Maid-Rite facility to mitigate potential areas of contamination with COVID-19.*



Chemical used for treating areas



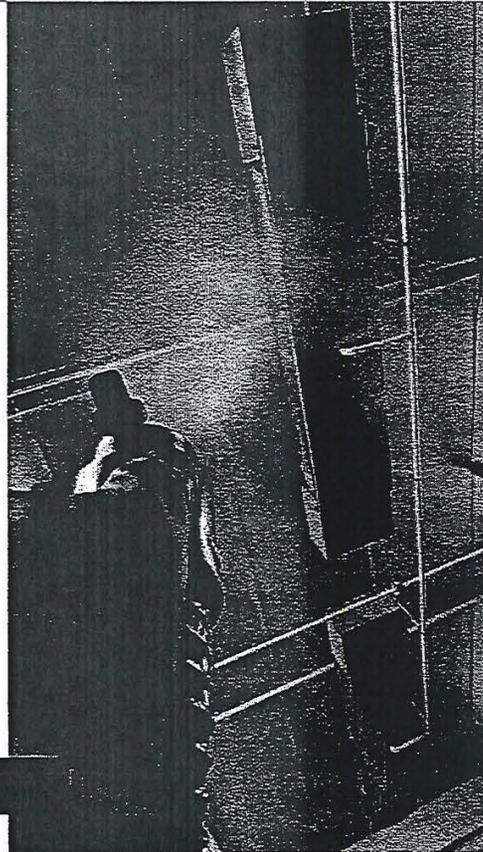
EPA Registration Number	Active Ingredient/s	Product Name	Company	Follow the disinfection directions and preparation for the following virus	Contact Time (in minutes)	Formulation Type	Emerging Viral Pathogen Claim?	Date Added to List N
	Ethanol; Isopropanol	Germicidal Disposable Wipe	Disposables International Inc					
67619-12	Sodium hypochlorite	Clorox Healthcare® Bleach Germicidal Wipes	Clorox Professional Products Company	Canine Parvovirus; Feline Parvovirus	3	Wipe	Yes	03/03/2020
3573-54	Citric acid	Comet Disinfecting Bathroom Cleaner	The Proctor & Gamble Company	Feline calicivirus; norovirus	10	Dilutable	No	03/26/2020
88089-2	Hydrogen peroxide; Peroxyacetic acid	Peridox	BioMed Protect LLC	Feline calicivirus; norovirus	2	Dilutable	No	03/26/2020
4959-16	Iodine	ZZZ Disinfectant	West Agro Inc	Poliovirus	10	Dilutable	No	03/26/2020
65402-3	Peroxyacetic acid; Hydrogen peroxide	VigorOx SP-15 Antimicrobial Agent	PeroxyChem LLC	Feline calicivirus; norovirus	5	Dilutable	No	03/26/2020
3862-179	Phenolic	Opti-Phene	ABC Compounding Co Inc	Human adenovirus	10	Dilutable	No	03/26/2020
39957-138	Potassium peroxymonosulfate; Sodium chloride	Rely-On Multipurpose Disinfectant Cleaner	Lanxess Corporation	Feline calicivirus; norovirus	10	Dilutable	No	03/26/2020
1677-21	Quaternary ammonium	Mikro-Quat	Ecolab Inc	Feline calicivirus; norovirus	10	Dilutable	No	03/26/2020
1839-97	Quaternary ammonium	NP 12.5 (D&F) Detergent/Disinfectant	Stepan Company	Adenovirus	10	Dilutable	No	03/26/2020
3573-96	Quaternary ammonium	Malibu Concentrate	The Proctor & Gamble Company	Feline calicivirus; norovirus	10	Dilutable	No	03/26/2020
675-30	Quaternary ammonium	Roccal II 10%	Reckitt Benckiser	Adenovirus	10	Dilutable	No	03/26/2020
1839-95	Quaternary ammonium	NP 4.5 (D & F) Detergent/ disinfectant	Stepan Company	Norovirus	10	Dilutable	No	03/26/2020
1839-80	Quaternary ammonium	NP 12.5 Detergent/	Stepan	Adenovirus	10	Dilutable	No	03/26/2020

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

73 of 25

- EPA, FDA, USDA, NSF, and California Reg. / CDC Approved
- One Step Cleaning and Disinfecting / Eliminate BioFilm
- 100% Non-Toxic / Safe for Humans / No PPE Required

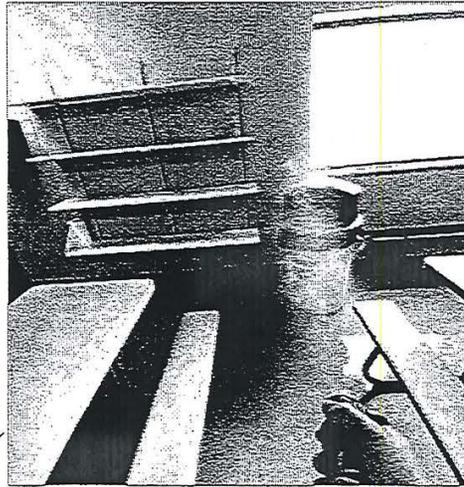




Video demonstration of fogger



Areas of Treatment



Break Room

Fine mist of Rely+ On multipurpose disinfectant



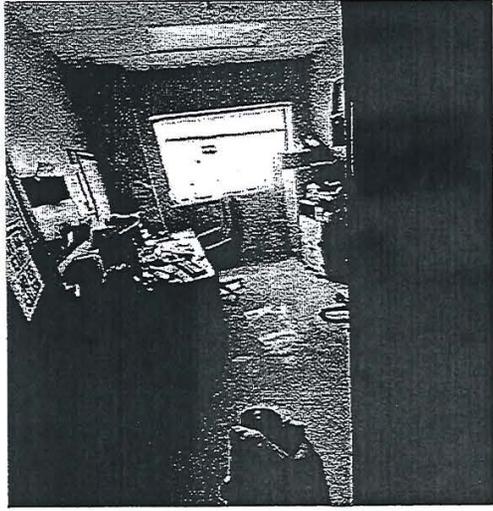
Entrance areas

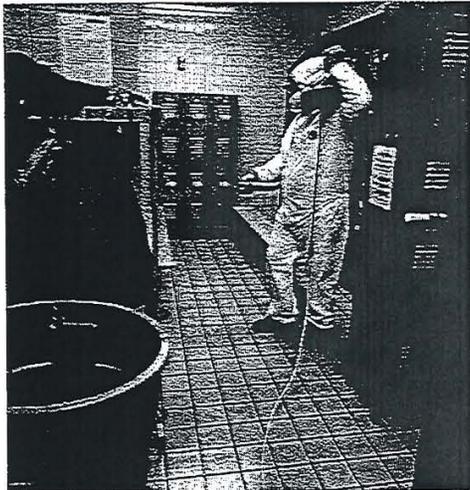
All doors and handle treated

Quality Assurance Lab

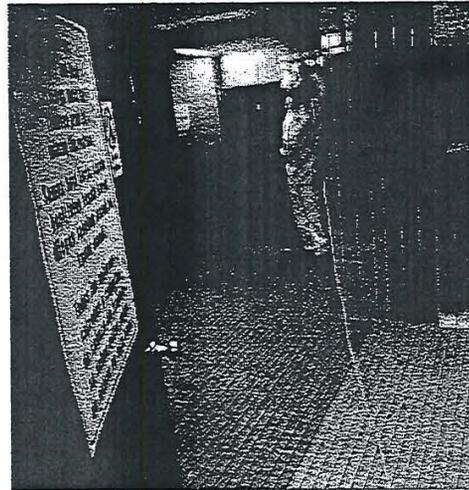


Production Office

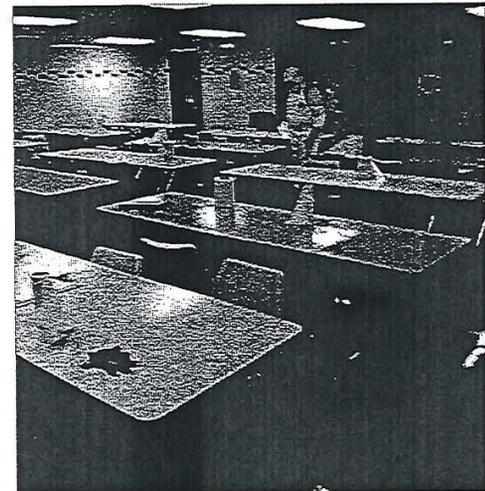




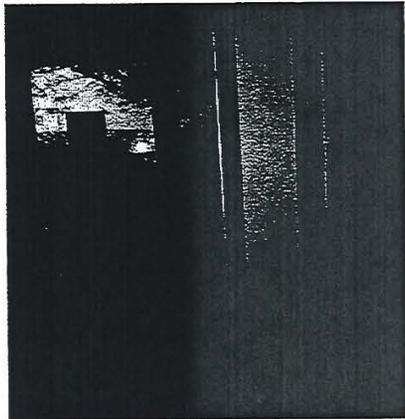
Women's...



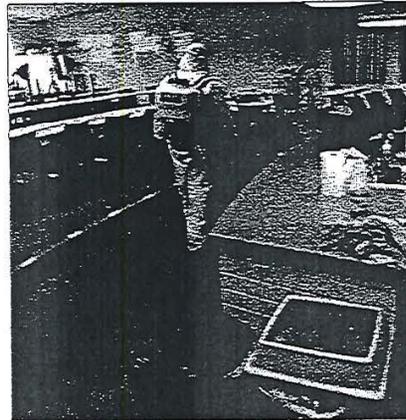
...and Men's restrooms treated



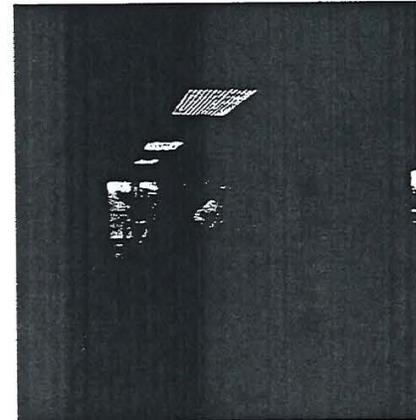
Break Room



Entrance Ways



Demo Room



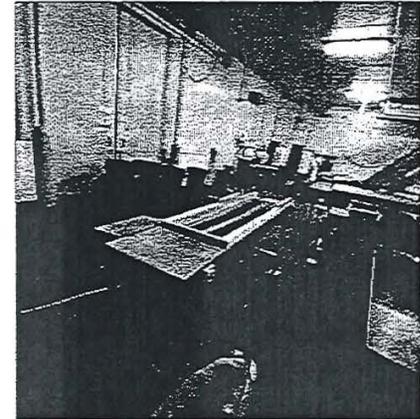
Entrance hallway



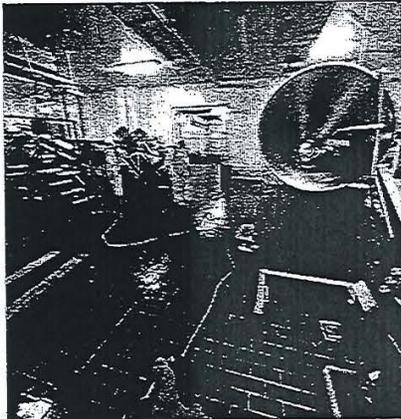
Dunmore Cook Facility Packing Area



Dunmore Cook Facility Grinding & Forming Area



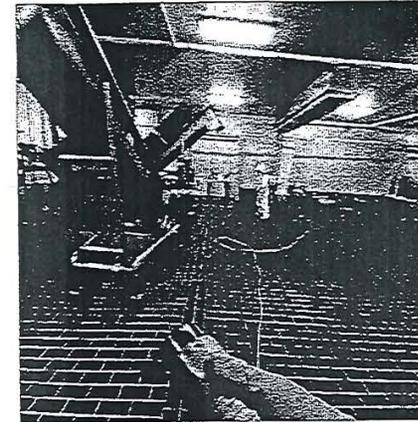
Dunmore Cook Facility Packing Area



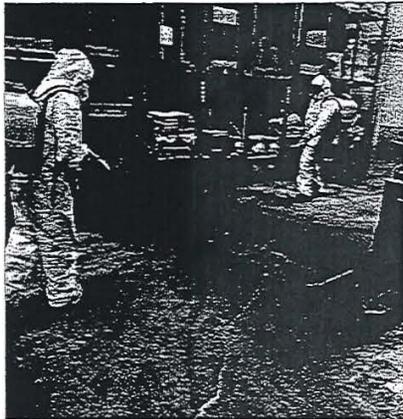
Dunmore Cook Facility Grinding Area



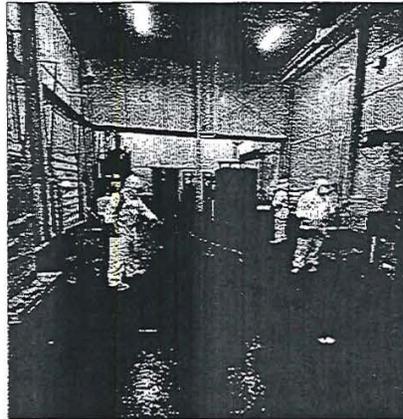
Dunmore Cook Facility – Oven Room



Dunmore Raw Processing Area



Dry Ingredient Warehouse



Dock Area



Microwave Room / Receiving Area

Efforts Made To Mitigate the Spread of COVID-19

- 1. As we move forward we will evaluate how to best utilize multiple enhanced methods of sanitation to continue to mitigate the spread of COVID-19 in our work environment.*
- 2. Additionally we will continue monitoring updates and recommended protocols provided by the CDC.*



COVID-19 Environmental Health & Safety Preparedness Assessment Checklist (April 2020)

Organization/Facility Name:	Maid Rite Specialty Foods, LLC		
Address:	105 Keystone Industrial Park, Dunmore, PA 18512		
Type of Facility:	Food Processing	Size:	~110,000 ft ²
Employees:	460	Shifts:	3
Maintenance:	<input checked="" type="checkbox"/> In-House	<input type="checkbox"/> Contracted	<input type="checkbox"/> Both
Custodial:	<input type="checkbox"/> In-House	<input type="checkbox"/> Contracted	<input checked="" type="checkbox"/> Both
Safety Committee:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	State Certified:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Business Continuity Plan:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

SECTION 1: Planning				
Item	YES	NO	In Progress	Comment
A multidisciplinary planning team has been created specifically for COVID-19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility's Business Continuity Plan has been reviewed for possible impact by COVID-19 (supply chain, financial, staffing, temporary close of operations)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A written COVID-19 Preparedness Plan has been developed specific to the facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan includes the following elements				
Responsibilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Modification of Sick Leave Policies:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communications:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monitoring of CDC//DOH//WHO Guidance:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Reduction Strategies:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An individual and backup has been identified to monitor changes to current guidance (CDC/DOH) and regulations (OSHA).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The plan and all elements are regularly reviewed to ensure optimal protection of staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SECTION 2: Communication				
Item	YES	NO	In Progress	Comment
Communications to employees has been implemented, including fact sheets, posters, meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication measures are ongoing/routine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication measures include:				
COVID-19 Information (signs & symptoms)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Recommendation to self-monitor for COVID-19 signs and symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sick Leave Policy Reminders/Changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Respiratory Etiquette	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand Washing Instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social Distancing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Guidance for reporting symptoms and seeking medical advice	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication to vendors has been implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Postings are at all entrances for staff, visitors and vendors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees have the opportunity to ask questions relating to COVID-19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COVID-19 Environmental Health & Safety Preparedness

Assessment Checklist (April 2020)

Page 2

SECTION 3: Supply Management				
Item	YES	NO	In Progress	Comment
Inventories of critical supplies are available and current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternate suppliers/sister facilities have been contacted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A plan has been developed to address supply shortages, including strategies for conserving critical supplies impacted by supply chain limitations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Critical supplies are secured and tracked	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A set supply of the following supplies are available:				
Gloves (nitrile, neoprene, rubber)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Sanitizer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning Agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disinfecting Agents	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Housekeeping Disposables (towels, mop heads, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restroom Soap	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restroom Towels	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tissues	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

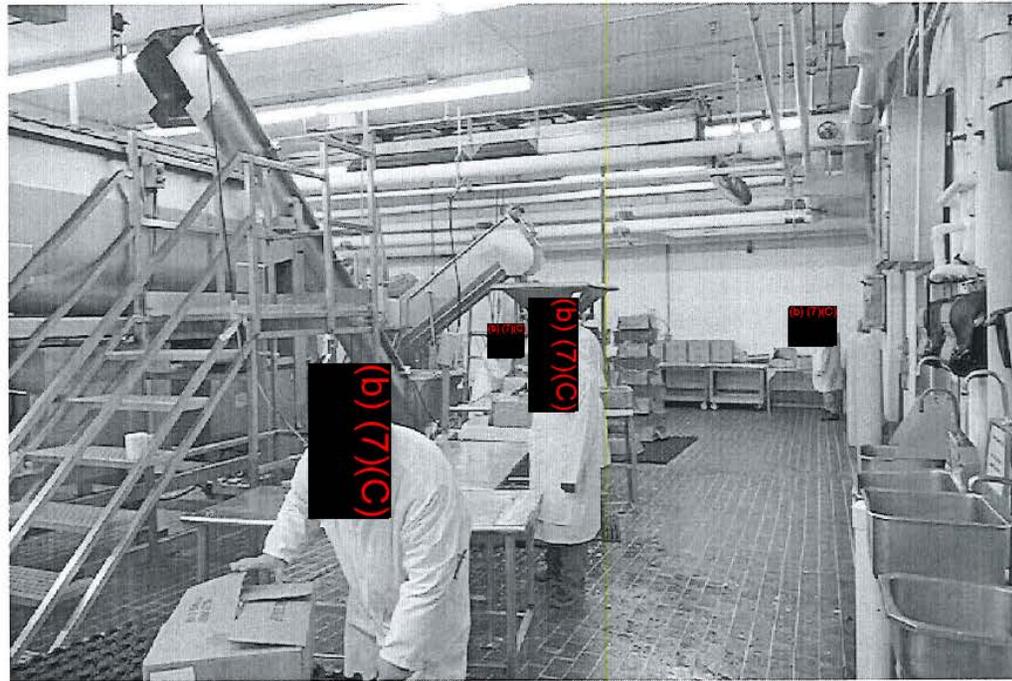
SECTION 4: Identification and Management of Potential/Confirmed COVID-19 Cases				
Item	YES	NO	In Progress	Comment
A plan to track/monitor COVID-19 related employee absences has been implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Call-off procedures include requests to employees to report COVID-19 symptoms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisors are required to report COVID-19 related call-offs to management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In the event of a potential/confirmed COVID-19 case, employees who may have had close contact with the individual are notified	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to record employee schedules, meetings, locations in an effort to identify individuals contacted in the event of a COVID-19 diagnosis in the future	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to maintain confidentiality for potential or confirmed COVID-19 cases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to reduce stigma for an employee with a potential or confirmed COVID-19 diagnosis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In the event of a potential or confirmed COVID-19 case, the individual's office, work area, tools, equipment, belongings are secured to the best extent possible until cleaning/disinfecting can occur	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

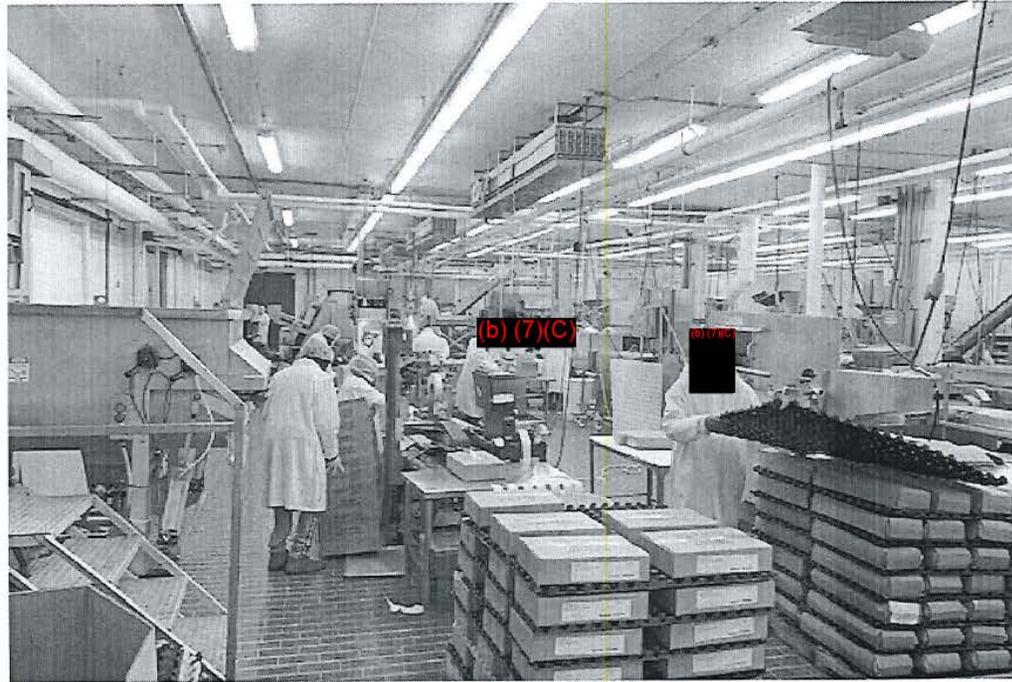
SECTION 5: Housekeeping				
Item	YES	NO	In Progress	Comment
Housekeeping procedures have been reviewed and updated as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures include both cleaning and disinfecting practices	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disinfecting products have been reviewed for effectiveness against COVID-19 or human coronavirus	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff use disinfecting products in accordance with manufacturer instructions, including application method and contact time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electronic devices that are not able to be disinfected are provided with another suitable means of protection (e.g. barrier film)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff have been trained in the proper use of products and all safety requirements, including PPE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COVID-19 Environmental Health & Safety Preparedness
 Assessment Checklist (April 2020)
 Page 3

SECTION 6: Occupational Health and Risk Reduction Practices				
Item	YES	NO	In Progress	Comment
Risk reduction and occupational health strategies are in accordance with principles outlined by OSHA's Hierarchy of Hazard Control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Remote work is encouraged where possible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The sick leave policy has been reviewed regarding the COVID-19 situation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sick leave policies are non-punitive, flexible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee screening practices are implemented (health, temperature screening)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
If implemented, temperature screening uses an established procedure to protect all employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Temperatures are collected using a non-contact thermometer (preferred), or a temporal thermometer that is cleaned and disinfected after each use	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Temperatures are not recorded, or data is maintained in accordance with facility medical recordkeeping policy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Hygiene stations are placed strategically throughout the facility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Plans for visitor/vendor access to the facility have been reviewed and amended	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees have been trained on any new duties associated with COVID-19, such as safe use of cleaning chemicals, PPE, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The facility has an OSHA-compliant PPE and/or Respiratory Protection Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not reviewed by CAI
Administrative controls have been reviewed/implemented, including				Social distancing is not feasible in some areas. Alternative measures are recommended.
Staggered start times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staggered break times	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Restricting occupancy of certain areas (break rooms, cafeterias, locker rooms)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reducing employees in work areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Providing dedicated tools and equipment (production, office)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Relocating employees to maintain social distancing recommendations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Soft items are secured in or replaced with sealed containers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reduction of high touch points	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative staff allocation, curtailment, adding/reducing shifts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where social distancing is not feasible, additional precautions are implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guarding, PPE

Conducted By:	Cocciardi and Associates, Inc.		
Name:	(b) (7)(C)		
Title:	Senior Professional	Date:	April 2, 2020





04/10/2020

04:00pm

DePietro's Pharmacy

617 3rd St.

DUNMORE, PA 18512

Phone:(570) 209-7440

DEPIETROSPHARMACY.COM

1 3 THERMOMETERS 285.00

\$ 285.00

Sales Tax:

0.00

Amount Due:

\$ 285.00

Items: 1
Clerk ID: 2569
Register #: 1
Drawer #: 1

Maid-
Rite

\$ 285.00

Charged to:

MasterCard

XXXXXXXXXXXX 4762

Auth: 00567P

Thank you for your business!



Attachment A

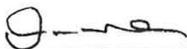
**CERTIFICATE OF POSTING
OSHA NOTIFICATION OF ALLEGED HAZARD(S)**

Employer Name: Maid-Rite Specialty Foods, LLC
Complaint Number: 1568454

Date of Posting: 4/15/20

Date Copy Given to
an Employee Representative: _____

On behalf of the employer, I certify that a copy of the complaint letter received from the Occupational Safety and Health Administration (OSHA) has been posted in a conspicuous place, where all affected employees will have notice, or near such location where the violation occurred, and such notice has been given to each authorized representative of affective employees, if any. This notice was or will be posted for a minimum of ten (10) days or until any hazardous conditions found are corrected.



Signature

DIRECTOR OF HUMAN RESOURCES
Title

MAID-RITE SPECIALTY FOODS, LLC.
Employer/Establishment name

U.S. Department of Labor

Occupational Safety and Health Administration
Wilkes-Barre Area Office
7 North Wilkes-Barre Boulevard, Suite 410
Wilkes-Barre, Pennsylvania 18702-5241



Phone: (570) 826-6538 Fax: (570) 821-4170
Email: oshawilkesbarre@dol.gov

April 9, 2020

Dave Hollander
Maid-Rite Specialty Foods, LLC
105 Keystone Industrial Park
Dunmore, PA 18512

RE: OSHA Complaint No. 1568454

Dear Employer:

On April 9, 2020 the Occupational Safety and Health Administration (OSHA) received a notice of alleged workplace hazard(s) at your worksite at:

105 Keystone Industrial Park
Dunmore, PA 18512

We notified you, by telephone, of these alleged hazards on April 9, 2020. The specific nature of the alleged hazards are as follows:

- 1) Employees working in the facility have tested positive for covid-19 and the employer is not sanitizing common areas.
- 2) The employer is not enforcing social distancing within the facility.
- 3) Personal protective equipment, including as facemasks, are not being provided to employees.

We have not determined whether the hazards, as alleged, exist at your workplace and we do not intend to conduct an inspection at this time. However, since allegations of violations and/or hazards have been made, we request that you immediately investigate the alleged conditions and make any necessary corrections or modifications. Please advise me in writing, no later than **April 16, 2020** of the results of your investigation and please provide us with your 9 digit employer ID number. You must provide supporting documentation of your findings, including any applicable measurements or monitoring results, and photographs/video which you believe would be helpful, as well as a description of any corrective action you have taken or are in the process of taking, including documentation of the corrected condition.

If you email your response to OSHAWilkesBarre@dol.gov an additional copy does not need to be sent by traditional mail.

This letter is not a citation or a notification of proposed penalty which, according to the Occupational Safety and Health Act, may be issued only after an inspection or investigation of

the workplace. It is our goal to assure that hazards are promptly identified and eliminated. Please take immediate corrective action where needed.

If we do not receive a response from you by April 16, 2020 indicating that appropriate action has been taken or that no hazard exists and why, an OSHA inspection will be conducted. An inspection may include a review of the following: injury and illness records, hazard communication, personal protective equipment, emergency action or response, blood borne pathogens, confined space entry, lockout, and related safety and health issues.

Please note, however, that OSHA selects for inspection some cases where we have received letters in which employers have indicated satisfactory corrective action. This is to ensure that employers have actually taken the action stated in their letters.

If you need assistance to help resolve the issues of this complaint, the State of Pennsylvania offers a free OSHA consultation service. If required, a consultant will visit your workplace and assess the validity of the complaint item(s). In addition, you will be provided with methods of correcting the hazard, if necessary. This service is provided on a priority basis to small, high hazard employers. To discuss or request their services, call the consultation project at the following address:

PA/OSHA Consultation Program
Indiana University of Pennsylvania
57 South Ninth Street, Third Floor
Indiana, Pennsylvania 15701
1-800-382-1241
<http://www.iup.edu/pa-oshaconsultation>

You are requested to post a copy of this letter where it will be readily accessible for review by all of your employees and return a copy of the signed Certificate of Posting (Attachment A) to this office. In addition, you are requested to provide a copy of this letter and your response to it to a representative of any recognized employee union or safety committee if these are at your facility. Failure to do this may result in an on-site inspection. The complainant has been furnished a copy of this letter and will be advised of your response. Section 11(c) of the Occupational Safety and Health Act provides protection for employees against discrimination because of their involvement in protected safety and health activity.

If you have any questions regarding this matter, please contact Assistant Area Director Sarah Carle at 570-826-6538. Your personal support and interest in the safety and health of your employees is appreciated.

Sincerely,

ft Sarah T Carle

Mark Stelmack
Area Director

Attachment A

**CERTIFICATE OF POSTING
OSHA NOTIFICATION OF ALLEGED HAZARD(S)**

Employer Name: Maid-Rite Specialty Foods, LLC
Complaint Number: 1568454

Date of Posting: _____

Date Copy Given to
an Employee Representative: _____

On behalf of the employer, I certify that a copy of the complaint letter received from the Occupational Safety and Health Administration (OSHA) has been posted in a conspicuous place, where all affected employees will have notice, or near such location where the violation occurred, and such notice has been given to each authorized representative of affective employees, if any. This notice was or will be posted for a minimum of ten (10) days or until any hazardous conditions found are corrected.

Signature

Title

Employer/Establishment name

U.S. Department of Labor

Occupational Safety and Health Administration
Wilkes-Barre Area Office
7 North Wilkes-Barre Boulevard, Suite 410
Wilkes-Barre, Pennsylvania 18702-5241



Phone: (570) 826-6538 Fax: (570) 821-4170
Email: oshawilkesbarre@dol.gov

April 9, 2020

VIA email: (b) (7)(C)

Dear (b) (7)(C)

In response to your nonformal complaint of health and/or safety hazards at:

Maid-Rite Specialty Foods, LLC
105 Keystone Industrial Park
Dunmore, PA 18512

the Occupational Safety and Health Administration (OSHA) has sent a letter to Maid-Rite Specialty Foods, LLC requesting that the appropriate action be taken to correct the situation. Enclosed is a copy of that letter for your information. As the letter indicates, the employer has been given 5 days to correct the hazards.

Please notify me if no correction has been made by April 16, 2020. We have not revealed your identity to the employer. When we receive additional information from the employer, we will notify you of their response.

Section 11(c) of the OSH Act provides protection for employees against discrimination because of their involvement in protected safety and health related activity. If you believe you are being treated differently or action is being taken against you because of your safety or health activity, you may file a complaint with OSHA. You should file this complaint as soon as possible, since OSHA normally can accept only those complaints filed within 30 days of the alleged discriminatory action.

Your continued interest in workplace safety and health is appreciated.

Respectfully,

M Sarah T Carle

Mark Stelmack
Area Director

Enclosure

U.S. Department of Labor
Occupational Safety and Health Administration



Notice of Alleged Safety or Health Hazards

		Complaint Number	1568454
Establishment Name	Maid-Rite Specialty Foods, LLC		
Site Address	105 Keystone Industrial Park, Dunmore, PA 18512		
	Site Phone	570-343-4748	Site FAX 570-343-4710
Mailing Address	105 Keystone Industrial Park Dunmore, PA 18512		
	Mail Phone	570-343-4748	Mail FAX 570-343-4710
Management Official	Dave Hollander	Telephone	
Type of Business			
Primary SIC		Primary NAICS	311612 - Meat Processed from Carcasses
HAZARD DESCRIPTION/LOCATION. Describe briefly the hazard(s) which you believe exist. Include the approximate number of employees exposed to or threatened by each hazard. Specify the particular building or worksite where the alleged violation exists.			
<p>1) Employees working in the facility have tested positive for covid-19 and the employer is not sanitizing common areas.</p> <p>2) The employer is not enforcing social distancing within the facility.</p> <p>3) Personal protective equipment, including as facemasks, are not being provided to employees.</p>			

		FINAL	
Activity Number: 1568454	Establishment/DBA Name: Maid-Rite Specialty Foods, LLC	RID: 0317700	
Establishment Information			
Establishment Information			
Establishment Name: Maid-Rite Specialty Foods, LLC		Establishment ID: 1025133888	
Ownership: Private Sector		Primary NAICS: 311612 - Meat Processed from Carcasses	
Type of Business: Corporation			
 Injury Illness			
Business Address			
Street Address 1: 105 Keystone Industrial Park		County: LACKAWANNA	
Street Address 2:		Zip Code: 18512	
Country: UNITED STATES OF AMERICA		E-mail Address:	
State: PENNSYLVANIA		Phone Number: 5703434748	
City: DUNMORE		Fax: 570-343-4710	
Mailing Address			
Street Address 1: 105 Keystone Industrial Park		City: DUNMORE	
Street Address 2:		County: LACKAWANNA	
Country: UNITED STATES OF AMERICA		Zip Code: 18512	
State: PENNSYLVANIA			
Site Address			
Street Address 1: 105 Keystone Industrial Park		Phone Number: 570-343-4748	
Street Address 2:		Phone Number Extn:	
City: DUNMORE		Fax: 570-343-4710	
State: PENNSYLVANIA		Number of Employees:	
County: LACKAWANNA			
Zip Code: 18512			
Management/Business Type			
Management Official First Name: Dave		Last Name: Hollander	
Type of Business:		Primary NAICS: 311612 - Meat Processed from Carcasses	
Official Phone:		Type of Site Activity:	
Official Phone Extension:			
Receipt Information			
Receipt Information			
Received By: (b) (7)(C)	Receipt Type: Online	Activity Complaint Type:	
Receipt Date: 04/09/2020	Receipt Time: 08:51 AM	Formality: Nonformal	
Complaint / Referral - Subject / Severity			
Discrimination: No			

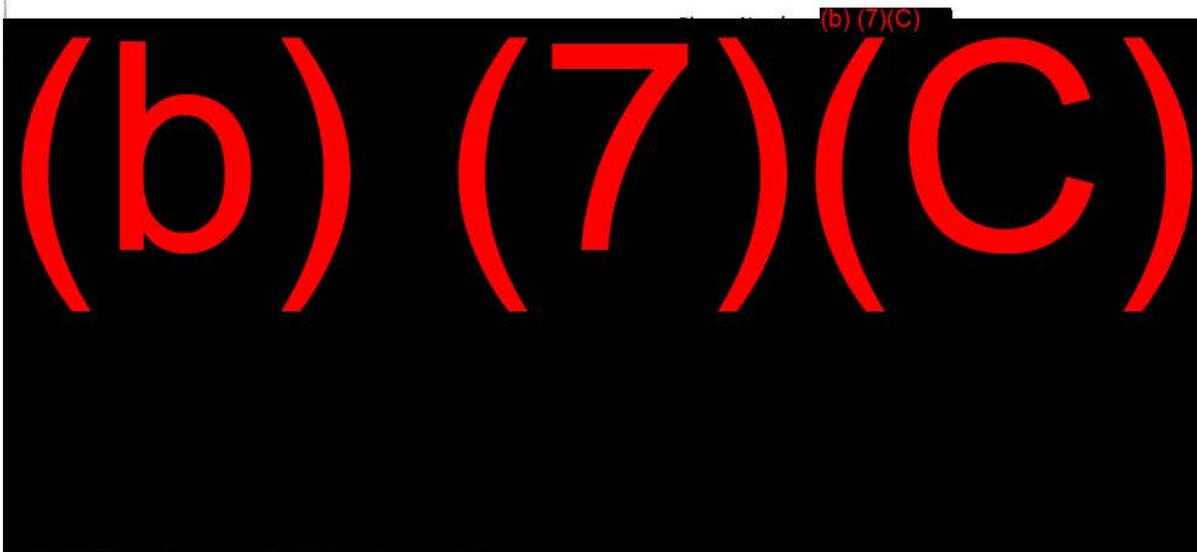
Safety		
Imminent Danger: No	Serious: No	Other: No
Health		
Imminent Danger: No	Serious: Yes	Other: No
Hazard Description And Location: 1) Employees working in the facility have tested positive for covid-19 and the employer is not sanitizing common areas. 2) The employer is not enforcing social distancing within the facility. 3) Personal protective equipment, including as facemasks, are not being provided to employees.		
No. of Alleged Hazards: 3	No. Employees Exposed 350 (Removed from Alleged Hazard):	

Source Information

Source : 1



Source : 2



Assign/Transfer Information	
Assignment	
Assigned CSHO's Login Name	Assigned Supervisor's Login Name
(b) (7)(C)	

Additional Fat Cat Information	
Classification	
Classification:	Employer Report Date:
No. Hospitalized:	Employer Report Time:
No. Unaccounted For:	Event Date:
No. Fatalities:	Event Time:
No. Non-Hospitalized:	Incident Type:
Do Inspection	
Do Inspection?: No	Explanation:
Reason for No Inspection:	

Complaint/ Referral Information	
Close No	
Complaint/Referral?:	
Complaint/Referral Action Source : 1	
Action Date:	04/09/2020
Action Type:	Contact with Source
Type of Letter:	Notification-Satisfactory Response to Inquiry
Communication Method:	Email Letter
Days to Respond:	5
Date Response Due:	04/16/2020
Complaint/Referral Action Source : 2	
Action Date:	04/09/2020
Action Type:	Valid = Y
Complaint/Referral Action Source : 3	
Action Date:	04/09/2020
Action Type:	Contact with Employer
Type of Letter:	Initiate Inquiry by Phone/Email to be followed by Letter
Communication Method:	Phone Discussion
Days to Respond:	5
Date Response Due:	04/16/2020
Complaint/Referral Action Source : 4	
Action Date:	04/09/2020
Action Type:	Contact with Employer
Type of Letter:	Written Request for Employer Response to Complaint/Referral

Communication Email Letter Method:				
Days to Respond: 5				
Date Response Due: 04/16/2020				
Complaint/Referral Action Source : 5				
Action Date: 04/09/2020				
Action Type: Do Inspection = N				
Reason for No non-formal complaint Inspection:				
Program Information				
National Emphasis Programs				
Local Emphasis Programs				
Federal Strategic Initiative :				
Migrant Farm Worker No Camp:				
Additional Codes:				
	Type	Id	Value	Description
	N	16	COVID-19	Response activities related to the COVID-19 Coronav...

Carle, Sarah - OSHA

From: OSHA - Complaints - WILKES-BARRE (F157)
Sent: Thursday, April 9, 2020 3:44 PM
To: Carle, Sarah - OSHA
Subject: FW: 31996162 EMPLOYEE COMPLAINT

-----Original Message-----

From: Complaint@dol.gov <Complaint@dol.gov>
Sent: Thursday, April 9, 2020 1:04 PM
To: OSHA - Complaints - WILKES-BARRE (F157) <Complaints.F157@dol.gov>
Subject: 31996162 EMPLOYEE COMPLAINT

Please contact (b) (7)(C) via
Phone (b) (7)(C)

Mailing Address

(b) (7)(C)

Email: (b) (7)(C)

within 5 working days of 09-APR-20.

Below is the complaint information

=====

PENNSYLVANIA

Wilkes-Barre Area Office
7 N. Wilkes-Barre Boulevard
Suite 410
Wilkes-Barre, Pennsylvania 18702
(570) 826-6538
(570) 821-4170 FAX

Establishment Name: Maid rite steak inc
Site Street: 105 keystone industrial park way
Site City: Dumore

Site State: Pennsylvania
Site Zip: 18532
Type of Business: Meat factory

Hazard Description:

About half the plant is out sick they hire more people and not taking care of the problem people keep coming n going getting sick there not cleaning not taking precautions and procedure of a pandemic illness I'm scared to go to work everyday I'm risking my life today on april 9 I was givin a mask for the first time it's sad and scary I'm sorry

Hazard Location:

The whole building

This condition has previously been brought to the attention of:

* The employer

(b) (7)(C)

Do NOT reveal my name to my employer.

Complainant Name: (b) (7)(C) [NOT SIGNED]

(Complainant did not check the electronic signature checkbox to indicate this submission shall be considered as having an authorized written signature.)

Complainant Telephone Number: (b) (7)(C)

Complainant Mailing Address

(b) (7)(C)

Complainant Email: (b) (7)(C)