



HIGHWATER ETHANOL, LLC

December 29, 2020

Highwater Ethanol, LLC Statement to Employees, Vendors, Product Pickup Drivers, Delivery Truck Drivers, Corn Farmers, Livestock Producers in Regards to the Coronavirus {COVID -19}. Please note the following below:

The coronavirus (COVID-19) continues making its way through the United States. There continues to be on-going confirmed cases in Minnesota. We want you to know, we are monitoring the situation and will keep you posted if it would affect Highwater Ethanol's day to day operations. This situation continues to be very fluid; we will make decisions in the best interest of our employees and continued operations at Highwater Ethanol, LLC.

Since Wednesday, March 18, 2020 Highwater has had different policies in place to allow or not allow face to face meetings with outside vendors. Effective on Wednesday, December 30, 2020 face to face meetings will not be allowed on site at Highwater Ethanol unless they are deemed essential for operations of are facility. If your meeting is deemed essential, we ask that if you are feeling sick that you stay at home! Prior to face to face meetings we will ask you to consent to your temperature being taken to ensure no fever is present. A non-consent would mean no face to face meeting.

Farmers, Livestock Producers, Product Pickup Drivers and Delivery Trucker Drivers will be allowed on site. You are required to maintain a safe distance {minimum of six feet} between Highwater Ethanol employees and yourself.

We will continue with the following in effect: Farmers will be able to pick up corn check payments at our office, however we do ask that you limit your visit to 5 minutes or less. We will still mail checks unless we are told that you will be coming to pick your check up at the office. This will be in effect until Monday, March 1, 2021 as part of Highwater Ethanol return to business plan while limiting exposure. Highwater Ethanol feels this will continue to allow Highwater to keep our employees, Vendors, Product Pickup Drivers, Delivery Truck Drivers, Corn Farmers and Livestock Producers safe.

We continue to urge you to follow the CDC's advice:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your 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.
- **Stay home when you are sick.**
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Highwater will be cleaning and disinfecting frequently touched objects and surfaces. Cleaning will occur during shift change.

Thank you!


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Highwater Ethanol, LLC

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