

To our customers:

As an addendum to last week's update on Atlantic Packaging's COVID-19 response plan, we wanted to further inform you of our current, active protocols and some additional measures we have taken to protect our employees. We are highly committed to our customers and our moral obligation to the supply chain for essential supplies. We take this very seriously and are taking every measure possible to continue to function at the highest levels.

Atlantic is FULLY operational. We have seen no interruptions in service or supplies. Our suppliers continue to service Atlantic with all the products and services we provide to the supply chain. Certainly, there is increased demand for certain packaging supplies, but to date, we have been well positioned to handle that demand.

In addition to 7 protocols listed below:

- 1.** We have implemented a "remote work" protocol for the vast majority of our inside and administrative staff across our network. We do have several employees reporting to the office everyday to perform necessary functions. This protocol was outlined last week in #5 of the original list of protocols. We used last week to prep for "work from home" and began that protocol effective today. Thus far, it has been virtually seamless. We are highly confident that we will operate without service interruptions. Our robust IT upgrades last year and our dedicated IT staff made this possible and efficient. We are ready.
- 2.** Our Senior Leadership is having a minimum of one conference call everyday to update and inform. This has been in place for several weeks and allowed for continuity across Atlantic. These calls will continue.
- 3.** We are now scanning the temperature of every employee in manufacturing prior to beginning work. We have forehead thermometers at each facility. If anyone registers a fever, that individual is sent home immediately.

Atlantic is committed to continued vigilance and to you, our customers. We will provide additional updates weekly as this difficult situations evolves. If you have any specific questions or concerns, please reach out. We are available to help our customers navigate this challenging time. We also thank you for your support of Atlantic. Times like these highlight the importance of partnerships. We are grateful for your partnership, and we will continue to do everything in our power to support you at the highest level. Be well. Thank you.



UPDATE FOR ALL ATLANTIC CUSTOMERS

MARCH 13, 2020

ATLANTIC PACKAGING CORONAVIRUS (COVID-19) INFECTIOUS DISEASE PREPARATION AND RESPONSE PLAN

In addition to Atlantic Packaging's COVID-19 response plan that was sent to our customers on March 4, 2020, we want to inform you of additional measures we are taking to mitigate the risk to our employees, and to ensure we keep our business functioning at the highest possible level.

To date, we are fully operational and committed to the highest level of service and supply to all of our customers. We fully understand this pandemic is impacting everyone in the supply chain, and we thank you for the measures your organization has taken to keep everyone as safe as possible.

Effective today Atlantic has implemented:

1. A strict **"NO VISITOR"** policy until further notice. This has been fully communicated throughout our organization and signage is posted.
2. Commercial Travel Ban for all work-related commercial airline travel. We have also highly encouraged employees to reschedule all non-work travel.
3. For any employee that shows symptoms (fever, cough, shortness of breath), anyone exposed to someone with confirmed COVID-19 or are personally confirmed to have contract COVID-19, Atlantic requires a minimum 14-day home quarantine. All employees are required to take their temperature before coming to work and, if at or above 100.3 degrees, they are required to self-quarantine for 14-days (per CDC recommendation).
4. Outside sales people and traveling technicians are required to work from home until further notice. They are allowed to visit your facilities if you request and allow visitors. We have asked sales and technicians to be very mindful of their contact with your employees if they are in a customer facility. Many of our customers have already implemented No Visitor policies as well, so we believe this will be limited. We want to assure you we are available if you need us and will follow all safety protocols if in your facility.

5. Our customer service and administrative people are all set up and prepared to work remotely (from home). Atlantic has provided each inside employee remote computer access to our operating system to process orders, check inventory, make purchases, etc. We have an automated answering service ready to implement and individual extensions will roll to that specific CSR's cell phone. We believe we will have no interruptions in service under this plan. To be clear, we have not implemented remote work for inside people, at this point, but we are prepared to move to this at a moment's notice.
6. Atlantic warehousing and shipping departments have all implemented protocol to limit person-to-person contact including outside truck driver policies, outdoor paperwork exchanges, and the use of PPE (masks, gloves).
7. For Atlantic manufacturing sites (paperboard converting, printing, corrugated converting), we have implemented a protocol to insure we continue to operate at the highest levels. All of our manufacturing employees will be wearing PPE and have highly enhanced cleaning protocols for machines and work areas. We are currently running additional shifts, as needed, to supply customers that have current increased demand due to the pandemic.

This, of course, is a fluid situation and this is all subject to change as things evolve. Atlantic is taking every measure possible to ensure the safety of our workforce, protect our customers, and to continue to operate without any interruptions to our customers. You have our total commitment to do our very best. We greatly appreciate your partnership with Atlantic. Along with all of you, we hope and pray for a swift end to this unprecedented situation.

Wes Carter

President, Atlantic Packaging