

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.