

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