

March 13, 2020

To: All Atlantic

FROM RUSTY & WES: COVID-19 FRIDAY MORNING UPDATE

First, I'd like to thank each and every one of you for your support and vigilance over the last several days. It has been a week like none of us have ever seen, and I am very grateful for your understanding of the measure Atlantic must take to mitigate as much risk as possible for our organization.

This is a moment to really come together as an organization with calm fortitude. While this is certainly not "business as usual," it is not a time to be complacent. This is the time for responsible action as a collective organization and as individual citizens. I am very proud of how Atlantic is responding. That is ALL about your efforts. Thank you.

As of yesterday, COVID-19 is officially a global pandemic, and Atlantic will continue to take this situation seriously and implement reasonable, necessary measures to protect each of you. We also have a considerable responsibility to our customers to continue to supply them with vital supplies needed to run their businesses. As all of you know, the great majority of our customers manufacture critical items for our communities and the country. Food, beverage, cleaning, air filtration and medical supply companies are all major customers for Atlantic. We have a paramount responsibility to take every reasonable measure to keep our employees healthy and keep Atlantic functioning at a high level.

So, here are updates and the current measures we have, and will be implementing immediately:

First, if you or any immediate family member has a fever, respiratory illness or other potential Corona symptoms, you are required to stay home and self-quarantine for a minimum of 14 days. Testing labs for the virus are beginning to become available and we will keep you posted as we know more. We encourage you to contact your state health department and ask about testing facilities if you begin to show symptoms. (As an example, in Charleston, MUSC has set up drive through testing at Citadel Mall for individuals with a testing order from a doctor.)

Atlantic is requesting that ALL employees take their temperature every morning prior to coming to the office. If your temperature is 100.4 degrees or higher, you must stay home. If you do not have a thermometer and cannot get one, let your manager know and you will be scanned at the office when you arrived. If you do record a temperature of over 100.4 degrees at home, stay home, call your doctor and please notify your manager. We will advise on what further action to take from there.

All Atlantic facilities have a "NO VISITOR" policy effective immediately. This includes suppliers, customers and employee family members. Anyone not employed by Atlantic is not allowed to enter our facilities until further notice. Signage will be delivered to your facility today to be posted at every entrance. Please also notify outside people, as necessary.

We have also implemented a commercial travel ban for all work-related travel. We are highly encouraging anyone with non-work-related commercial travel to reschedule if at all possible. Please don't put yourself in a higher risk environment unless for some major, critical reason.

Effective Monday: All salespeople, technicians and other frequent Atlantic travelers have been asked to avoid Atlantic offices and to work from home until further notice. We anticipate most, if not all, of our customers will be banning visitors, so this should have little impact on our business in the short term. This sales/tech group was all notified of this policy yesterday.

We will be taking measures for our office workforce to potentially work remotely, if deemed necessary in coming days or weeks. An online survey will be going out to every CSR, Buyer and office administrative employee this morning. PLEASE, fill it out immediately. There are 10 questions we are asking each of you, so we can be sure everyone has access to A+ from home and can also receive calls to a cell phone. Getting prepared for our inside team to work remotely is our #1 priority today. At this point, we are only getting prepared in case this is necessary. We have not set a date/time for our inside staff to work remotely, but that could change at any moment.

We have a specific plan designed for our distribution & manufacturing warehousing/shipping staff and drivers. Sean Clark is hosting a call with all warehouse managers this morning to review the plan. It includes procedures related to deliveries, receiving and employee interaction.

Atlantic has also developed a comprehensive and cohesive plan for all of our manufacturing locations. These include: Tabor City Converting, Tabor City Printing and Graphics, Spring Garden Converting, Sturgis Converting, Dallas Converting, Youngsville Converting, Summerville Converting and our new Charleston Custom Corrugated Division (formerly Coastal). This plan includes the use of PPE (face masks, gloves) for all employees on manufacturing floor, a hygiene and equipment cleaning protocol. Supplies are being shipped to each location today with plans to begin this protocol Monday of next week. These measures do not preclude taking your temperature at home every day.

Again, thank you. We fully understand this does have an impact on each of you and creates additional workload. We hope and pray all of these measures are temporary and brief. The Atlantic leadership firmly believes these measures are responsible and necessary. We will continue to update everyone as things evolve. Thank you all for representing our organization with the utmost integrity.

Wes Carter