

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