



To All Our Valued Atlantic Customers:

As we enter into yet another month under the threat of the global COVID-19 pandemic, Atlantic expresses our immense gratitude to our valued customers and partners. As business practices have evolved in unprecedented ways this spring, Atlantic decisively embraced these new safety normals for our employees and for all of you. We could not be more proud of how our supply chain has responded and how it continues to meet the critical and essential needs of our national and global community.

In an effort to mitigate as many negative outcomes as possible, Atlantic created and implemented very aggressive protocols in the early part of the pandemic. As of November, 2020, Atlantic has effectively implemented the following safety protocols:

- *Strict NO VISITOR policy for all Atlantic operations*
- *Commercial travel ban*
- *Work from home for all administrative staff*
- *Senior Leadership has, and continues to have, full hour-long briefings every week to keep our team aligned and up-to-speed on the constantly changing landscape*
- *Any employee who does report to an office (mainly manufacturing offices) are temperature scanned and sent home immediately if symptomatic*
- *Frequent hand washing by all employees*
- *14-day quarantine for anyone exhibiting symptoms of COVID-19, is in close contact with an infected person, or they themselves test positive for the virus*
- *Negative test requirement to return to work for anyone who previously tested positive for COVID-19*
- *Salespeople and technicians are required to work from home with no office contact*
- *All warehouse, shipping, and manufacturing personnel wear 3-ply surgical-style face masks at all times when working*
- *Practice social distancing at work and when away from work*
- *70% alcohol-based wipes by all manufacturing machines for multiple day surface cleaning*

Atlantic continues to offer PPE items from our dedicated website at the most competitive prices we can afford, making it easy and convenient for our customers to purchase valued and much needed PPE products. You can see our full product line-up at: [www.AtlanticPPE.com](http://www.AtlanticPPE.com)

If you would like to order via our traditional channels, please reach out your sales or customer service reps.

As we head into the winter season, we are actively monitoring the COVID-19 situation and are continuing with the following modifications we put in place in July:

- Atlantic has face masks available for all Atlantic employees for personal and business use. These are actively being dispersed.
- We have lifted the commercial travel ban for remote working sales and technicians, upon request per customer. Each employee is required to follow all the Atlantic guidelines and any and all customer safety guidelines prior to travel or entrance into your facility.
- Our administrative WFH policy will stay active with no imminent changes to current policy for the foreseeable future.

We also have access to COVID-19 testing centers in close proximity to many of our manufacturing operations. Atlantic can test employees quickly and efficiently and have people come back to work as appropriate. We feel incredibly supported that the much needed testing is available for Atlantic and many other companies.

Finally, thanks to our great customers, long time, loyal suppliers and a uniquely positioned Atlantic, our business has remained robust throughout the pandemic. So many customers in essential businesses including food, beverage, towel, tissue, medical, cleaning supplies, air filtration e-commerce, and building supply have kept us healthy and well. We have seen no interruptions in service or the quality of our products.

There are not enough words to write about how proud we are that you trust Atlantic as your partner during this challenging time. We are nothing without the integrity of the relationships with our customers. That has been a core value since the days of my grandfather, W. Horace Carter. Thank you for trusting Atlantic. We are truly here to serve. Let us know how we can continue to be the best partner you have in your supply chain. Thank you.

Wes Carter - President

