



**Micro Flute
Packaging**

**Paper Board
Packaging**

Dear Valued Partners,

We would like to update you on current actions being taken at Packrite, LLC regarding Coronavirus (COVID-19) and to assure you that our business is prepared.

Our number one priority is the safety of our employees and the community we do business in. We have been closely monitoring the development of this pandemic and are updating employee guidelines based on information provided by the US Centers for Disease Control (CDC) and local, state, and global authorities. We have implemented restrictions and guidelines and are acting responsibly by suspending travel abroad. Domestic travel is being carefully considered based on recommendation from the relevant authorities.

Packrite has also established a COVID-19 Taskforce to monitor, discuss and implement necessary measures and best practices for employees and vendor contacts as there continues to be more development. At this time all employees are being instructed to:

- Closely monitor their health and the health of family members, stay home if not feeling well
- Increase hand washing and use of alcohol-based personal disinfectants; pay attention to hygiene
- Minimize shaking hands and touching of other colleagues and visitors
- Wipe down surfaces and objects in their area more frequently (desk, tables, telephones, keyboards...etc.)

Packrite does have a contingency plan in place for sourcing, production and logistics,

- Office personnel including sales can, if needed or required, work from home offices; all voice over IP phones can be moved to be utilized remotely
- We have prepared precautionary action plans to ensure operational continuity
- Packrite has primary and secondary suppliers for all raw materials needed for operations
- Outbound logistics will be monitored daily and actions for capacity constraints are being planned
- Established internal (cross training) and external (partnerships with other companies) contingency plans for continuity
- No supplies are coming from areas identified by CDC as having high exposure

There has been no interruption to Packrite production at this point. Raw materials for Packrite are sourced from multiple domestic suppliers; our capability to serve our valued customers have not been disrupted. There are no safety concerns of our products related to COVID-19. Packrite will be following this situation closely and will continue to keep our customers informed if changes occur.

Thank you for your business and continued support.

Best regards,

A handwritten signature in blue ink, appearing to read 'Michael Drummond', is written over a horizontal line.

Michael Drummond
COO
Packrite LLC