

To: Concept Packaging Group Customers, Suppliers, and Vendors

Re: COVID-19 Plan

Nothing is more important to us than the health and safety of our employees or our capacity to serve our customers. Our management team has and will continue to meet daily to assure that our business is able to continue to satisfy both objectives.

As part of our plan, we have implemented the following precautions to minimize the potential exposure to the Coronavirus:

Effective March 16,2020 eliminate all non-essential visitors and business travel:

- Essential visitors will be asked to disclose information which will be reviewed and approved by the GM prior to their visit.
- The permitted essential visitor will only be granted access to specific designated areas.

All face to face meetings should be cancelled, postponed, or transitioned to a virtual setting except those related to immediate business continuity.

Our janitorial staff has been increased along with the daily frequency of their cleaning routines. They are focusing specifically on all frequently touched surfaces and audited.

All temporary agencies and other service providers were briefed about the importance of sick employees staying home and out of our plant environment.

We have established a COVID-19 team that will continue to monitor this situation daily, report to senior management, and develop communications to keep everyone in the organization up to date on any changes.

Finally, we are focused on the health and safety of each employee and committed to maintaining our business continuity, including customer deliveries throughout this difficult time.

Thank you in advance for your continued support and commitment to Concept Packaging Group during this challenging time for all of us.

Concept Packaging Group will take proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the goal of CPG during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

CPG is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

Preventing the Spread of Infection in the Workplace

CPG will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious disease in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets.

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of child care should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Limiting Travel

All nonessential travel should be avoided until further notice. Employees who travel as an essential part of their job should consult with management on appropriate actions. Business-related travel outside the United States will not be authorized until further notice. Employees should avoid crowded public transportation when possible.

Telecommuting

Telework requests will be handled on a case-by-case basis. While not all positions will be eligible, all requests for temporary telecommuting should be submitted to your manager for consideration.

Staying Home When Ill

Many times, with the best of intentions, employees report to work even though they feel ill. During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing the following symptoms: Examples include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

Requests for Medical Information and/or Documentation

If you are out sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to work. As always, we expect and appreciate your cooperation if and when medical information is sought.

Confidentiality of Medical Information

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

Social Distancing Guidelines for Workplace Infectious Disease Outbreaks

In the event of an infectious disease outbreak, CPG may implement these social distancing guidelines to minimize the spread of the disease among the staff.

During the workday, employees are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).

Outside activities

Employees might be encouraged to the extent possible to:

1. Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
2. Avoid recreational or other leisure classes, meetings, activities, etc., where employees might come into contact with contagious people.

The safety of our employees, supplier partners, customers, families and visitors remain CPG’s foremost priority. As the coronavirus disease 2019 also referred to as COVID-19 outbreak continues to evolve and continues to spread globally and across the United States, CPG is monitoring the situation closely and will periodically update company guidance and policy based on current recommendations from the CDC and WHO. Only business critical visitors are permitted at any CPG facility at this time. All “non-essential” visitors access to the facilities will be denied.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this company. Thank you for your time.

Visitor's Name:	Personal Phone Number (Cell/Home):
Visitor's Company/Organization:	Name of CPG Host:
Facility Name:	

Self-Declaration by Visitor

Y / N	Questions:
	Have you traveled to and or returned from any of the countries listed on the CDC website as Warning Levels 2 or 3 Alerts in the last 14 days? (https://wwwnc.cdc.gov/travel/notices) For Example: Europe, UK, Ireland, China, South Korea, Iran, Venezuela, Japan)
	Have you had close contact with anyone who has traveled within the last 14 days to one of the countries listed on the CDC website as Warning Levels 2 or 3 Alerts ? (https://wwwnc.cdc.gov/travel/notices)
	Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?

If the answer is "yes" to any of the questions, access to the facility will be denied.

Signature (visitor):

Date:

NOTE: If you plan to be onsite for consecutive days, please immediately advise your CPG host if any of your responses change. The information collected on this form will be used to determine your access right to CPG facilities. Any questions should be directed to Larry Smitley, the Director of EHS at Larry@Concept-pkg.com

Access to facility (circle one):

Approved

Denied

Approved by Signature:

Date: