



March 13, 2020

Dear Valued Customer:

At Prime Packaging, the safety of our customers and employees is of primary importance while managing the potential impact as a result of the global outbreak of the COVID-19 virus. The organization is monitoring our supply stream, operations, customers and employee plans with an eye towards introducing best practices to minimize exposure. A top priority at Prime is to ensure our customers' continuity of supply and at this point, we do not see any direct impacts to our incoming supply.

We have a rapidly changing and encroaching problem affecting our region as COVID-19 cases continue to rise and spread around the world. As we closely monitor the ongoing COVID-19 outbreak, we are taking every precaution to ensure our top priority remains the health, safety, and well-being of our employees and customers.

As an SQF HACCP Certified supplier of packaging materials, we have in place GMP personnel policies that echo the current hygiene guidance with emphasis on hand washing procedures, personnel health policy and bodily fluid policy. We have, and will continue to follow the guidelines of our local health departments, the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA).

We plan to stay current on this evolving situation, and want to assure you that we are taking the appropriate precautionary measures as the situation develops.

Please feel free to contact your Account Manager with any specific questions or concerns that you may have.

Respectfully,

Cy Harris
VP, General Manager