



March 20, 2020

Dear Valued Customers and Partners:

As a result of the COVID-19 virus, Governor J.B. Pritzker of the state of Illinois issued a shelter-in-place order requiring non-essential businesses to close effective Saturday, March 21<sup>st</sup> at 5 PM. Prime Packaging is exempt from this order as an essential supplier for food and medical companies and will remain open. To ensure continuity of business we assembled an internal task force that will respond to changes as we move through this unprecedented time.

The health and safety of our employees and customers is of primary importance. As an SQF HACCP Certified supplier of food packaging materials, we have in place GMP personnel policies that reflect the current hygiene guidance with an emphasis on hand washing procedures, personnel health policy and bodily fluid policy. In addition, Prime has instituted social distancing in the work place. For example: all office personnel are working from home with all of the tools necessary to complete their tasks. Any individual not feeling well or with member(s) of their family sick are to stay home and not report to work. 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).

The organization continues to monitor our supply chain to ensure our customers' continuity of supply. We do not see any direct impacts to our incoming supply, at this time.

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

Thank you for your support and confidence.

Respectfully,

Cy Harris  
VP, General Manager

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