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To: Colbert Packaging Customers

As we continue to monitor the impact of COVID-19, we want to reassure our customers that the details outlined below from our prior communications remain in place. We continue, as part of the critical healthcare supply chain, to take all necessary steps to ensure ongoing production across our facilities, as well as ensuring the health and safety of our employees and their families. Our position remains as follows:

As a result of Colbert's status as a **critical part of the national healthcare infrastructure, as designated by the U.S. Department of Homeland Security***, including manufacturing packaging elements for the COVID-19 response, we understand it is critical that our supply chain remain intact. We have been assured by our key suppliers that they will continue to provide the raw materials we depend on to manufacture packaging components. Key employees at all Colbert facilities will continue to report to work, even during the "shelter in place" or "safer at home" orders.

Our Crisis Action Team continually monitors developments and published guidelines, and updates our response plans as warranted. In light of current guidance from local and Federal officials, our own Business Continuity Planning, and the current state of our operations, we are confident our facilities will be able to continue to operate through this uncertain time. To ensure continued operations, we have implemented numerous operational policies, including:

With the exception of mission-critical individuals, customers and vendors will not be allowed into our facilities until deemed safe to resume normal operations by appropriate local and/or Federal agencies; and anyone displaying signs of illness will be restricted from entering our facilities.

All non-essential business travel has been postponed, including between manufacturing facilities, to limit potential exposure. This includes visits by Colbert personnel to your facilities. Travel will be reevaluated in the future, based on local and Federal guidelines.

Our facilities and common areas, including manufacturing equipment, are cleaned and sanitized daily as part of our normal course of business. We have increased the frequency and extent of those cleanings. Resources for rapid industrial sanitization of our facilities and equipment have been identified for each facility to respond in the event that a Colbert employee is confirmed to have been exposed to COVID-19.

We continually communicate with our employees to educate them, and to require that they follow published guidelines for reducing exposure and spread of COVID-19. Personnel able to work from home are doing so. Employees who are ill have been instructed to stay home. Employees who have had contact with anyone who has tested positive for coronavirus are required to report such contact to Human Resources and are required to remain home.

Our suppliers, including raw material vendors, have been providing regular updates to us about the state of their operations and their supply chains. We will continue to monitor our suppliers and evaluate any risk to the supply chain and will notify you if we identify unmitigated risk to our ability to supply product to you. We maintain the ability to source many of our materials through networks that include both domestic and international distributors, including redundancies in sourcing our mission critical raw materials.

Finally, Colbert Packaging currently maintains three manufacturing locations in three different states, and an offsite finished goods warehouse, which will help ensure continuing operations and support. Should you have any questions, please contact your sales representative, Colbert contact or email us at: need411@colbertpkg.com

Respectfully,

John Lackner, President & Nancy Colbert MacDougall, CEO

* Reference: Memorandum on the identification of essential critical infrastructure workers during COVID-19 response; Christopher C. Krebs, Director, Cybersecurity and Infrastructure Security Agency, U.S. Department of Homeland Security