

December 2, 2020

To: Colbert Packaging Customers

As 2020 draws to a close, and new developments in our understanding of the COVID-19 virus bolster our mitigation efforts, we're providing an update about additional policies and technology our company has implemented to keep our employees safe, enabling them to continue supplying the packaging components our customers depend on.

Colbert Packaging continues to follow the direction of the Centers for Disease Control and Prevention (CDC) as the official source of guidance, as well as applicable local and state directives. Measures detailed in our letter of April 9, 2020 remain in place. That letter, and our full COVID-19 Response Policy, are still available on our website on the "Learn about our COVID-19 response plan" page.

Since the declaration of the pandemic in March, Colbert Packaging has continually updated our policies as official guidance changes. In addition to the measures detailed in April, we have implemented stringent measures, often exceeding CDC or state guidelines, including:

- A strict quarantine / self-isolation policy for any symptomatic individual, or individual who has had close contact with a potential COVID-positive case.
- A requirement that face coverings be worn at all times in all facilities.
- The purchase of AirPHX units for our facilities. These units use Reactive Oxygen Species to continuously eliminate pathogens from the air and surfaces in our offices and common areas. For more information, see: <https://www.airphxhealth.com/more-about-ROS>
- Staggering of breaks to limit personnel in common areas and ensure social distancing in the break rooms is enforced.
- Sanitization of all high touch areas within our facilities three times daily. Additional sanitization of work areas and common areas if an employee must self-isolate. We use products on the approved list of disinfectants posted by the CDC and EPA; and fogging machines which use virucidal agents are employed to sanitize exposed and hard-to-reach surfaces.
- New employee training has been updated to include COVID-19 training to ensure our employees understand the risks of the virus, and how to keep themselves safe. Visual aids are posted throughout the facility to aid in compliance.
- Management conducts daily compliance checks, and meets every morning to review compliance findings, updates from the CDC, and active quarantine / self-isolation cases.

Our policy regarding employee travel to outside organizations, and customer/supplier travel to our facility, remains limited to essential visits necessary for the operation of production equipment. Repair technicians are granted access only after completing our screening process. Tours, audits, and other meetings are held remotely via video conference. Utilization of our

camera system to provide live, remote tours has been very successful; and document sharing via Microsoft Teams can provide everything needed to conduct a site visit or audit. We encourage you to utilize this option to tour our facilities and meet virtually with your Colbert contacts.

We continue to monitor our suppliers and evaluate potential risks to the supply chain, and will notify you if we identify any unmitigated risk to our ability to supply product. We maintain the ability to source many of our materials through networks comprised of both domestic and international distributors, including redundancies in sourcing mission-critical raw materials.

Finally, Colbert Packaging maintains two manufacturing locations in two different states, and an offsite finished goods warehouse, to help ensure continuing operations and support. Our status as a critical part of the national healthcare infrastructure has allowed our facilities to remain in operation through earlier “shelter in place” and “safer at home” orders.

We appreciate the trust you have put in Colbert Packaging to supply your critical packaging components. We believe our mitigation efforts, and our success in preventing workplace spread during this pandemic, should give you confidence in our continued ability to get essential products to you. 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