



PACKAGING SYSTEMS, INC.
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March 23, 2020

Dear Valued Customers, Suppliers and friends,

We are all experiencing unprecedented circumstances around the world as a result of the COVID-19 pandemic, and our thoughts and prayers are with those affected by the virus. Our top priority is the health and safety of our employees and the community at large. We are closely monitoring the situation and following the guidance of the CDC and federal/state/local health authorities.

During this time of heightened concern, we want to be transparent about our plans to minimize risk, avoid disruption, and provide continuity of supply. Outlined below are the steps we are taking to ensure you'll continue to receive uninterrupted support and product from PSI. As the situation continues to evolve, we will communicate quickly with impacted customers.

It is our intention to remain open unless we are mandated to close by Federal, State or Local authorities.

- **Travel:** We have implemented a guideline for the postponement of any business travel.
- **Visitors:** While we normally have few visitors to our facilities, this is now being limited to critical situations only.
- **Employees:** We are working hard to protect the wellbeing of our employees. PSI employees have been reminded of good hygiene practices such as hand washing. CDC (CDC.gov) and WHO guidelines regarding optimal hygiene practices have been distributed to all employees. Our employees in our facility have access to essential items such as hand sanitizers and disinfectant hand soaps.
- **Cleaning:** We have increased the frequency of cleaning our offices with emphasis on frequently touched surfaces such as doorknobs, light switches, work surfaces etc. Social distancing is being enforced and several employees are working remotely.
- **Product:** We are taking additional measures necessary to ensure that we have stock available with the goal of preventing interruptions to your business needs.

We greatly appreciate all our employees, the work they do and our customers for entrusting us with their business needs. We will be working diligently to minimize any disruptions. Please know that we are here to support you during this unprecedented time. If there is some way our company can assist your material needs, please call our office at (661) 253-5700.

Thank you for your continued business and we look forward to working together as we navigate this evolving situation.

Warm Regards,

A handwritten signature in black ink, appearing to read "Steve Gray", written in a cursive style.

Steve Gray
President
Packaging Systems, Inc