



An Update from our president

March 26, 2020

As the Coronavirus pandemic continues to unfold in our world, York Container is acutely aware of the critical role our packaging plays in the supply chain of many essential products. Recently, our governor, Tom Wolf issued a decree ordering all “non-life sustaining businesses” in the state of Pennsylvania to close. York Container is not covered by this order, as we are a critical part of the Supply Chain for our food, pharmaceutical and consumer product goods customers who are responding to the crisis by ensuring the availability of goods necessary to sustain society physically, medically, and economically. In guidance issued by the federal government, we are considered part of the Essential Critical Infrastructure Workforce. That means we have a special responsibility to maintain normal operations.

As we seek to fulfill this responsibility, the safety and health of our workforce remains top of mind. To that end, we continue to instruct our team as follows:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissues whenever you sneeze; discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- Stay 6 feet away from other people.

Efforts we have taken to further ensure the safety of our team include the following:

- We have ceased use of adding additional Temporary help.
- We have paused all group trainings/meetings etc. for social distancing.
- We have paused all outside visitors apart from production essential outside contractors.
- We have set up remote work for eligible employees to reduce headcount in the building.
- All outside contractors are required to complete a Health Screening Form before entry.
- We have provided all areas with hand sanitizer, sanitizing wipes or spray sanitizer.
- We are sanitizing all machines at least once a shift.
- We have an outside vendor conducting industrial disinfecting in our common areas.
- We have implemented staggered shifts in order to better enable social distancing at the time clocks and wash stations.





- We have a touchless timeclock procedure.
- We intend to set up pre-entry screening as soon as we can locate the right thermometer, enough gloves, and masks, all of which are recommended for the practice.

Finally, all employees have been instructed how critical it is that they do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. If they start to experience these symptoms while at work, they have been instructed to alert their supervisor immediately (while remaining at least 6 feet away from other people). At which point, the employee will be isolated and asked to leave the building, remedial disinfection of all potentially compromised common and specific work areas will be triggered, and precautionary isolation to safeguard any first contact co-workers will be taken.

We are being extremely cautious relative to anyone experiencing any symptoms of COVID-19, and are asking them to remain out of the facility, seeking the advice of medical professionals. We are similarly requiring any employees coming into contact with an individual exhibiting symptoms to get medical clearance. This vigilant approach has resulted in approximately 15 employees or their significant others being tested for COVID-19; 5 have received results, all negative. We also have approximately 20 people absent awaiting testing or satisfying precautionary timeout. This has reduced our production capacity by approximately 5%, and we are accordingly adjusting production schedules and outsourcing some production in order to continue to meet our customers' needs.

Production will be prioritized based on needs essential to the COVID-19 response. Rest assured that our entire team will continue to work diligently to meet these requirements while providing the service you have come to expect from York Container.

All the best,

Julian Tolbert
President
York Container Company

