



Infectious Disease Control Policy

March 9, 2020

In an environment of heightened infectious disease risk, York Container is taking proactive steps to protect the workplace and ensure continuity of business. It is the goal of York Container in this situation to continue to operate effectively to meet customers' needs, and to ensure employees are safe within the workplace.

York Container Company is committed to continuously assessing risk based on reliable information from federal, state, and local health authorities about the nature and spread of infectious disease such as COVID-19 / Coronavirus. Based on risk assessment, the following measures are implemented as warranted:

1. Educate employees about the symptoms of infectious disease, especially COVID-19
2. Encourage employees to stay home if ill, and implement revised illness/quarantine absence policy to incentivize compliance; send home anyone who shows to work ill
3. Provide proper handwashing facilities and sanitizing supplies; mandate regular use; encourage use of tissues for sneezes and coughs
4. Ensure clean workplace by increased sanitizing of frequently touched areas
5. As warranted and able, provide gloves and masks
6. Limit face-to-face meetings, both internally and with outside parties; increase use of tele/video/online conferencing
7. Limit travel to business-critical engagements; encourage avoidance of crowded situations
8. Implement enhanced telecommuting policy that allows certain positions that can feasibility work remotely the ability to do so
9. Reduce interpersonal contact such as handshakes, etc; maintain 3-foot social distance
10. Limit visitors to business-critical engagements; conduct enhanced medical questionnaire screening; and mandate visitor adherence to YCC policies
11. Conduct assessment of suppliers' risk and mitigation planning
12. In case of high absenteeism, implement surge staffing procedures and increased outsourcing of business in accordance with Business Continuity Plan
13. Continue to follow all anti-contamination measures as per BRC(GFSI) requirements

We will continue to monitor the situation and assess our policies to ensure the most effective measures are implemented to continue business operations in support of our customers and to ensure highest level of safety for our employees.

A handwritten signature in black ink, appearing to read 'Julian Tolbert'.

Julian Tolbert
President

