



March 5, 2020

Dear Customer:

As your supplier, we take very seriously the need to avoid any interruption in our service to you. With that in mind, we want to make you aware of the steps we are taking at McNeely Plastics to minimize the risks associated with the spread of the Coronavirus (COVID-19) within our company. While the risk remains low, at this point, we are still taking the following precautionary measures:

1. Raw materials used in the manufacturing process of your product are not sourced from any country listed as CDC Level 2 or CDC Level 3 (China, Iran, South Korea, Italy, and Japan).
2. We completed Annual Food Defense Training in February 2020 with all of our employees. This training included a review of our Good Manufacturing Practices (GMP) specifically for Cleaning and Sanitation, Personal Hygiene and Welfare, and Handwashing procedures all of which .
3. All employees are being educated on the recommended measures to avoid the contraction and spread of COVID-19.
4. We have implemented a risk assessment questionnaire for all visitors to our facilities as well as employees returning to work after personal time off related to recent travel and possible exposure risks to COVID-19.
5. We are completing training of all employees to the guidelines for prevention of COVID-19 that are recommended by the CDC (Center for Disease Control and Prevention).
6. Travel by employees to CDC Level 2 & Level 3 countries is currently restricted.
7. We will frequently review and modify our plan based on updated information regarding the COVID-19 virus from the CDC.

It is important to note that the FDA states that COVID-19 does not transmit through food or food packaging. The health and safety of our employees, our products, and our customers is our highest priority, and we look forward to any questions you may have.

Sincerely,

Greg McNeely

President