



**BEMIS MANUFACTURING COMPANY**  
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To: All employees

From: Jeff Lonigro

The world health community continues to monitor closely the emergence of the COVID-19 virus. At this time, no one knows how severe this outbreak will be. Given this uncertainty, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors, or others. We also want to ensure the continuity of business operations and have minimal disruption to our customers.

### **Preventing the Spread**

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- **Stay home when you are sick.**
- Wash your hands frequently with warm, soapy water for at least 20 seconds or use hand sanitizers.
- Avoid touching your face, and avoid shaking hands.
- Cover your mouth whenever you cough or sneeze, preferably with tissues or inside your elbow, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.

### **Temporary Policies**

**Business Travel** - We will follow local government recommendations/restrictions on travel. Do not travel to highly affected areas. Stay away from large group events. All business travel is now limited to only critical travel necessary to avoid a disruption in business. Travel to Restricted Countries as defined by the CDC is not allowed for any reason. Air travel must be approved by a President, VP of HR or CEO. If you have visited an affected area for any reason, please contact Mike Klein in HR before returning to work.

**Personal Travel** - We ask that you use good judgment as it relates to personal travel and potential exposure. If you travel for personal reasons (other than to or from work) by public transportation (plane, train, bus, cruise ship or other mode), please contact Mike Klein in HR prior to returning to work.

**Limit travel** - Telephone and video conferencing should be used instead of face-to-face meetings with non-Bemis personnel (customers, vendors, suppliers) to the extent that is possible. Visitors to Bemis facilities should be limited to those determined to be essential to keeping our business running.

In our factories, we have Purell stations and/or handwashing facilities near employee entrances and in areas frequented by employees. To the extent that is possible, we will work diligently to ensure that these stations are kept stocked. We encourage employees to wash their hands regularly while at work (when they arrive, before and after breaks and before they leave). We are also working with our cleaning services to direct their efforts towards disinfecting common contact surfaces.

As prevention is one of the most important actions in the current situation, we ask everyone to support and comply with these measures.

**If you think you are sick**

If you have a fever or flu-like symptoms or believe you have been exposed to the virus, please notify your manager, **remain at home** and seek medical attention for further investigation and advice.

The CDC recommends that employees **remain at home** until at least 24 hours after they are free of a fever (100.4 degrees F) or signs of a fever without the use of fever-reducing medications.

We are monitoring this situation daily; we will watch what's happening and adjust business operations and policies as needed.

If school or daycare centers are shut down and employees are unable to find alternative care arrangements, employees should notify their managers and appropriate accommodations will be made.

It's up to all of us to stay vigilant, stay informed, take into account your medical history, monitor any symptoms and think critically about whether your specific situation puts you, your coworkers, your family members, or other close contacts at risk, and take appropriate action. It is important to over communicate.

Stay calm, confident and stay focused. We will work through this, please maintain a clear head.

This situation is evolving by the day. We appreciate your flexibility and understanding in advance. We will keep you posted as we receive information. I appreciate your cooperation and understanding as we navigate this situation. We will continue to monitor the COVID-19 worldwide outbreak, and we will act and adapt as appropriate.

Sincerely,

Jeff Lonigro