

**PAPER PRODUCTS
COMPANY, INC.**



Since 1913

The health and safety of our customers, employees, and the general public is our top priority. Below are the internal and external precautions we are taking during this crisis:

- Delivery
 - Dock only delivery-drivers are not permitted in your building.
 - Our drivers are equipped with masks, gloves, sanitizer, and disinfectant wipes.
- Office/Warehouse
 - Half of our office employees are working from home and have access to our system. The remaining fifty percent are on a rotating schedule, working one week on-site, one week from home.
 - Our facility is being disinfected daily utilizing the Clorox Total 360 electrostatic system, additionally our cleaning staff is focusing extra attention on high touch areas throughout the facility.
 - Each employee has hand sanitizer and disinfecting wipes for their protection while working on site. We are encouraging them to sanitize their surroundings and be safe.
 - We have also instructed our staff to practice social distancing throughout the workday and to stay home if they are sick.

We are continuing to monitor the situation and will implement additional health and safety measures as needed.

Stay safe, be healthy, and call us with any questions.

Thank you,

Paper Products Company, Inc.

