



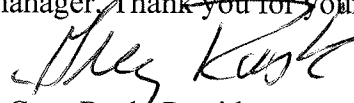
March 12, 2020

To all Rusken employees:

As COVID-19 (the coronavirus) continues to affect the work community, I want to personally update you on the steps we have taken to ensure business continuity and out of an abundance of caution, for the health and safety of our entire team. The aforementioned initial steps are set forth below:

1. All airline travel by employees is suspended until further notice.
2. All regional ground travel by employees must be approved by the employee's immediate supervisor.
3. All employees are encouraged to wash hands often with soap and water and practice good hygiene. You should avoid touching your eyes, nose, and mouth with unwashed hands.
4. All employees are instructed to leverage technology and conduct internal and external meetings virtually as much as possible.
5. All employees who visit customer sites should contact the customer beforehand to verify their policies and procedures on site visits. All employees who do visit customer sites are instructed to comply in all aspects with any such policies and procedures enacted by the customer.
6. Visitors or contractors entering our facility must be essential to our business. Non-essential work should be put on hold until further notice. A protocol for visitors entering our facilities is being implemented.
7. All employees who have health insurance under Rusken who believe they show symptoms of the coronavirus should at a minimum immediately contact MDLIVE for their doctors to assess your condition and help determine the necessary steps that should be taken.

This is an unprecedented time for everyone, and the situation is changing daily. We will constantly monitor, discuss and implement additional measures as necessary to ensure business continuity for our customers and the health and safety of our employees. Any questions may be addressed to your respective HR Department or plant manager. Thank you for your cooperation.


Greg Rusk, President
Rusken Packaging, Inc.