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102 Wharton Road  
Bristol, PA 19007

(p) 215.633.0700 (f) 215.633.9337  
[www.UnitedPkg.com](http://www.UnitedPkg.com)

March 17, 2020

Dear friends & family,

We understand the growing concern surrounding coronavirus (COVID-19) across our communities, and our hearts go out to all those who've been impacted. We are very aware that our clients depend on us for thousands of packaging, janitorial, and safety products, especially in times of a worldwide pandemic. This letter will explain how we as a company have been impacted by the coronavirus, and what that means for you, our valued customers.

We distribute many products that are manufactured by partners overseas. With thousands of manufacturers closed in other countries, we are seeing a shortage of many of these items that we normally stock or have easy access to. This international shortage has caused the supply to virtually diminish, making it nearly impossible to source or stock certain products at the present time.

**Items like facemasks (including N95s), latex and nitrile gloves, hand sanitizer, soaps, and other PPE items are becoming increasingly scarce.** We are doing our best to source these products from a multitude of supplier partners. Please contact your Account Manager for more information on how your items may be impacted.

*We still carry and can provide many safety and janitorial products at the present time.* Please contact us about our complete product availability.

In the event of a local outbreak or quarantine, we are prepared as a company to remain open and continue to serve our clients. We are providing our staff with the capabilities and technology needed to work remotely if necessary. Our goal is to maintain as much normalcy as possible during this time so that your orders and deliveries are not affected.

In order to ensure that the products you require are handled safely to keep our customers, our associates, and our staff healthy, we have taken additional precautions at the office.

They include:

- Reduced the number of employees working in our building by requiring that Remote Capable employees work from home on a permanent or rotating basis, depending on their role.
- Modified work schedules and work spaces to encourage social distancing among on-site employees.
- Cancelled or moved all in-person meetings to phone calls.
- Increasing the number of weekly cleanings in our offices. This includes a deep clean over the weekends to sanitize all hard surfaces like phones, desks, keyboards, and chair armrests.



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- Taking measures to reduce the number of frequently touched surfaces throughout the office, such as propping internal doors open.
- Cleaning all frequently touched surfaces regularly throughout the day.
- Closing our offices to all external visitors.
- Restricting warehouse access to truck drivers delivering to or picking up from United Packaging.
- Posters are hanged at every sink about the importance of frequent hand washing for 20 seconds with warm water and soap
- Hand sanitizer, sanitizing wipes, and sanitizing spray have been stationed throughout all employee areas, and hand sanitizing stations are available at all office entryways.
- All truck drivers have been equipped with hand sanitizer, sanitizing wipes and gloves in their vehicles.

Thank you for your time and patience. We will continue to touch base with any new information or developments. If you have further questions about the above-stated, you are encouraged to contact us at any time.

**Please stay safe.**

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Seidel', with a long horizontal flourish extending to the right.

Jeff Seidel  
CEO/Owner  
United Packaging