



---

March 16, 2020

## To all of our valued Partners

### **MD PACKAGING – COVID-19 POLICY**

MD Packaging understands the constant changes and fluid nature of the COVID-19 virus. Our primary concern is the safety of our community, our customers, partners and our employees and their families and we know it's imperative that we keep everyone informed.

As a company, we are following all Health Canada guidelines and will continue to do so. Additionally, we are monitoring latest updates from Centers for Disease Control and Prevention (CDC) as well as the World Health Organization (WHO). We understand and expect the COVID-19 situation to continue to be dynamic and understand the importance for us to remain knowledgeable and adaptive to the situation.

To date we have taken steps to minimize risks as follows:

- While our facility is operational, it is with a very small essential only staff, otherwise we have adopted a work from home policy effective March 16, 2020 and until further notice for all employees. If access to our building is required, we have a by appointment or prior arrangement policy in effect and sanitary measures are in place when entering and exiting the building.
- Customer service, parts, logistics, service and sales divisions are all 100% operational but modified according to recommended guidelines.
- All airline travel is suspended and wherever possible we are connecting via virtual meetings and leveraging technology as much as possible. We are still visiting customers when they need our support or service and are doing so in a very safe and responsible manner.
- We have encouraged all employees to practice safe social distancing and have reiterated the importance of frequent hand washing and use of surface sanitizers when appropriate.
- Employees have been instructed to self-quarantine and to contact and follow the advice/instruction of public health if they exhibit any flu like symptoms.
- Employees have been instructed to self-quarantine if they are exposed to anyone who has tested positive for COVID-19 or should they come in contact with anyone who is identified or may be at increased risk.

As always, we will continue to be transparent and to communicate any updates to our business practices and any operational changes throughout this crisis.

If you have any questions, please do not hesitate to contact any one of your MDP representatives or email us @ [info@mdpackaging.com](mailto:info@mdpackaging.com). We are here, as we have been for over 30 years to help you, our partners get through these uncertain times. We remain your loyal partner and know we will get through this together.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brenda Aitken".

Brenda Aitken, General Manager  
MD Packaging Inc

Cc: Jaime Alboim CEO  
Brett Payne CTO