

Safety and Continuity Plan for Portco Packaging

Portco Packaging has and is continuing to take steps to address the issues surrounding the Novel Coronavirus (COVID-19). We are taking the threat very seriously and will be reporting any known case of the virus. To this date we do not have any known exposures, but we recognize how quickly it could spread. We are practicing social distancing, as well as spacing desk areas, in the office area. We have restricted access to our facility to only essential outside services. If anything changes in our profile, we will let you know immediately. If you have any questions, please don't hesitate to reach out to us.

PORTCO PACKAGING IS ADDRESSING THE SPECIFIC ISSUES SURROUNDING COVID 19 VIRUS AND IMPACT ON COMPANY

- INITIAL RESPONSE PLAN
 - We have communicated to all employees the severity of the current environmental issues
 - The senior leadership team at Portco Packaging is keeping up to date through the CDC and WHO on information about the spread of this pandemic and the recommended precautions to take as employers
 - Employees have been instructed to consistently monitor their personal health and to look for the signs which the CDC has identified as the most common signs of infection.
 - Employees have been informed of the active plans for addressing the high-risk areas and the plans to mitigate risk in those areas. These plans include increased sanitation programs and practicing social distancing.

- EMPLOYEE SAFETY AND HYGENE
 - All employees have been instructed on the proper protocol in the plant, including specific points of entry and that all employees are to wash hands before and after shifts, after eating, smoking and restroom use. Portco is currently an SQF certified facility and already has in place Good Manufacturing Practices related to communicable diseases and proper hand washing.
 - Posters and flyers, in English and Spanish, have been placed in multiple areas for each department
 - Flyers and posters show:
 - Physical warning signs for individuals
 - Proper personal hygiene as it relates to coughing and sneezing
 - Emphasis on washing hands, and the reasons why this is so important
 - How maintenance and janitorial personnel are cleansing all areas of contact
 - Points of entry have been reduced to one point for plant employees and outside vendors
 - This point of entry is locked with only production employees being in possession of the door code
 - All outside delivery people are screened prior to entering the facility and are restricted to the immediate area beyond the entry door.
 - Plant janitorial personnel have stepped up the cleansing of all areas of high traffic as well as areas where direct contact is made by employees.

- CONSISTENT COMMUNICATION
 - Department Managers will meet with their employees daily to review the current status of the health situation and to reiterate the safety measures which are to be executed by all employees

RELENTLESS PURSUIT OF A BETTER WAY

PORTCO PACKAGING PRODUCTION AND OPERATING CONTINUITY PLAN – FOR PRODUCTION NEEDS

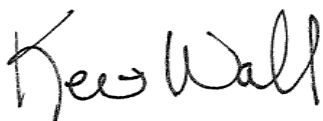
- PLANT PRODUCTION CONTINUITY PLAN
 - SUPPLY CHAIN
 - Portco maintains raw material inventory in 3 different locations:
 - Woodland Washington
 - Main Plant
 - Multiple Vendor Fulfillment warehouses for the most used raw material within 30 miles
 - Toppenish, WA
 - Warehouse in Vancouver, BC
 - On Average 4 to 6 weeks of inventory is held at the main plant in Woodland and our Toppenish Facility
 - Multiple vendors are used for each type of raw material with no single source exposure
 - PRODUCTION CAPACITY
 - Portco Packaging has arrangements with 2 different companies to supply production support
 - Conversely, Portco is a supplier of the same production needs to these plants for their potential production requirements
 - The arrangements are with organizations where we have non-compete agreements. We have long standing relationships with both organizations and are intimately familiar with each other's production capabilities. Both companies have additional capacity at the current time.
 - One company located in California
 - One company located in the Tennessee

Everyone at Portco Packaging is taking personal responsibility to limit the impact of COVID-19. Please let us know of any concerns you may have with our efforts or what we could possibly do to help you through these difficult times.

From a planning perspective, our team will be reaching out to you to determine if you are anticipating any changes in the demand of your products and what we can do to support you through the dynamics of those changes.

Stay safe and know we are here if you need us.

Sincerely,



Kent Wall

President
Portco Packaging

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