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March 16, 2020

Subject: COVID-19 – We Are Ready

Sigma continues to monitor developments regarding the coronavirus and we recognize that some of our valued partners may be negatively affected by impacts of this outbreak. As always, our focus is the safety and well-being of our customers, employees and the communities we serve and our thoughts are with those who have been impacted. To that end we are taking the necessary precautions to maintain the health and safety of our employees as well as avoid potential disruptions of service to our customers.

COVID-19 has not impacted Sigma Stretch Film's ability to serve our valued business partners and fulfill orders. All of our facilities remain fully functional and no raw material disruptions have been reported by any of our suppliers. We take our responsibility seriously and have put measures in place to deal with various possible scenarios and designed contingency plans to prevent any service disruptions to our valued partners.

Our strategy for business continuity includes:

- Continue to follow CDC guidance and communicate with our employees based on their latest recommendations
- Institute training and preventative measures to reduce the chance of infection in the workplace
 - Ensure that our people remain informed and take preventative measures
 - Ensure that we have inventory of essential hygiene and cleaning items
 - Ensure that we have intensified our cleaning and sanitation efforts throughout our facilities
 - Create A/B teams to put social distancing measures in place
 - Restrict meetings to no more than 25 people
 - Restrict non-essential visitors to our plants and facilities
 - Avoid non-essential business trips if possible, especially if the business objective could be met through other means such as web conferencing.
 - Suspend all business trips to Level 3 countries as recommended by the CDC
- Prepare employees to work remotely, should it become necessary, in order to continue providing the same high level of service to our valued business partners
 - Promote the use of digital tools for the purpose of conducting business
- As we have geographically diverse locations, we will enact strategies that enables divisions to shift workload between plants and re-route orders to other locations for fulfillment should the need arise
- Cross-train employees to help maintain business operations in the event of decreased employee availability
- Maintain regular communications with local officials regarding the status of events and recommendations

While it is impossible for anyone to predict the spread of the coronavirus and fully understand its impact, it does not alter Sigma's focus on continuing to serve you. We have the people, technology, products, services and tools to do just that.

Thank you for your business as we all work hard to navigate through these challenging times. Rest assured, we are focused on supporting you in the coming days and weeks.

Sincerely,

A handwritten signature in black ink, appearing to read "Nylan", is written over a light blue horizontal line.

Per Nylan
President