

# March 20, 2020

## Keystone Tape & Supply of Texas Commitment to Serving You During These Challenging Times

Keystone Family,

At Keystone Tape & Supply of Texas, the safety of our valued customers, team members and communities is our highest priority. We are closely monitoring Coronavirus (COVID-19) developments and following the guidelines provided by federal, state and local government agencies as this situation evolves.

In light of the recent "Shelter-in-Place" order happening across the country, many customers, employees and vendors are left wondering if Keystone Tape & Supply of Texas will remain open. Rest assured that, as a Distributor/Converter of packaging that supports essential businesses across the Country, we are committed to keeping our operation running to serve your needs during this challenging time. As a current distributor and converter to the Food, Aerospace and Construction industries. It is imperative for us to keep providing the necessary items needed to keep things moving.

While we will remain open for business, it is also necessary to take responsible safety measures in order to do our part to mitigate the spread of the virus. We have taken the following actions to better serve our customers while protecting the health and safety of everyone in the Keystone family:

- **Implementing preventive measures to avoid the spread of germs within the production facility.** These measures include changing our operating, break and lunch processes to minimize close contact and implementing additional plant sanitation procedures. Also, doing entry point temperature checks every morning before entry.
- **Implementing effective social distancing practices.** All office staff is to remain 6' apart at all times. No Customers, Vendors or Outside Sales Representatives will be allowed in the office. No delivery drivers will be allowed in our facility. Our drivers will not be allowed in customer facilities. Flexible office schedules are being offered to limit employee contact and any employees who are able to work from home are being encouraged to do so.
- **Implementing self-Isolation actions for at-risk employees.** All employees who traveled to regions of infection during the last week, any employee experiencing cold like symptoms and any family members of first responders are being asked to stay home and self-isolate. Attendance Policy guidelines will be temporarily amended so that positions will be held for those employees choosing to self-isolate despite not meeting any of the above listed criteria.
- **Adhering to strict cleaning and sanitation standards.** Keystone Tape & Supply of Texas is maintaining strict adherence to cleaning and sanitization guidelines as recommended by the Centers for Disease Control & Prevention (CDC), World Health Organization (WHO) and all local and state health authorities.

As we continue to monitor this evolving situation, we will maintain our focus on delivering the exceptional service you depend upon, while doing everything we can to protect the health and safety of our customers, our team and our community. If you have questions during this challenging time, please do not hesitate to reach out to any member of the Keystone team.

Thank you for your continued support. We are all in this together!

Sincerely,

