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COVID-19 Company Update

Re: Mold-Rite Plastic Employees

The current Coronavirus (COVID-19) pandemic, coupled with the associated stock market decline is very disturbing for all of us. Now, more than ever we need to work together as Mold-Rite to support society in a very positive way. I therefore want to share two points with you.

First, more than 70% of the products Mold-Rite manufactures are exactly what people need to care for themselves and their families. Our products are used in various pharmaceutical applications as well as nutritional supplements that can help prevent and/or treat people who become sick. For example, our child resistant closures and flip top dispensing products are in great demand to replenish the depleted supplement shelves that are offering immunity boosting products to combat cough, cold and flu symptoms. The pharmaceutical industry is in need of these same closures to provide critical medicines for people in need. In addition to CRCs, CTs, NGII's and NGIII's, our disc tops are in huge demand to support the disinfectant/hand sanitizer market and our food related products, made at all sites, are in need to replenish empty store shelves. Clearly, what we do at Mold Rite is benefiting people everywhere and thus your work here has taken on a far greater meaning than ever before.

The second point I want to make is that thanks to the hard work of everyone at Mold-Rite, we are financially in very good condition and we will be able to "weather this storm" remaining the best company in packaging.

We ask for your support of people everywhere by continuing to produce high quality products at each factory and delight our customers through this challenging time. The work you do every day is extremely important, now more than ever and our country is counting on us to ramp up supply of these critical products to combat this pandemic.

Finally, please keep yourself safe by following all [CDC guidelines](#) at work, at home, and in public places. We are working closely with public and government authorities to ensure we are following the latest guidelines to ensure the safety of our team members while maximizing our ability to supply our critical products to those that need them.

If we all work together, we can help people everywhere and work through these challenging and unusual times.

Thank you for all you have done and all you will do to support our mission!

Brian Bauerbach

President & CEO



COVID-19 Corporate Work from Home Policy During Risk Period

Date: March 17, 2020

Re: Mold-Rite Plastic Employees

With the recent pandemic declaration for the Coronavirus (COVID-19), effective immediately, Mold-Rite will be expanding our tolerance for eligible employees to work from home. Per policy and throughout the COVID-19 risk period, eligibility for working from home is determined on a job-by-job and department-by-department basis at the discretion of each department manager. In order to work from home, you must secure approval from your department manager. In addition, each department will be empowered to develop its own rotating schedule of working from home as in many cases, it is not feasible to have 100% of our team members in a given department out of the building simultaneously.

We are in the process of preparing extra necessary hardware to enable people to connect remotely. Contact your local IT department for assistance with communications equipment.

Clearly, there are functions and positions where working from home just may not be possible. If you work in one of these functions and/or positions, make sure to follow the [CDC hygiene instructions](#) and also follow MRP sick policies.

Keep in mind, your job at Mold-Rite is very important as our products are high in demand across America. We have seen strong increases in demand at all sites to support increased sales of OTC pharmaceuticals, nutraceuticals, hand sanitizers and food products. It is important that we keep our team safe as we work to support ongoing efforts to fight COVID-19.



MRP Sick Policy Adjustments and Enforcement During COVID-19 Risk Period

Date: March 17, 2020

Re: Mold-Rite Plastic Employees

As a reminder to employees:

- If you have been diagnosed with COVID 19
- If you have been exposed to someone with COVID 19
- Or if you do not feel well, you should refrain from coming to work.

To help employees through this time of heightened awareness for the Coronavirus, we are taking measures at each site to extend available sick time and non-penalized attendance days. Contact your local supervisor, department manager or HR team for details.

When and if you call-out sick to your supervisor, manager or HR team, they will ask a series of questions to assess risk using our COVID-19 symptom check-list. Please help answer questions and be cooperative in this effort to minimize exposure to our employee team at MRP. We are taking this important measure in order to protect you and our entire team.

Remember that a doctor's note is required in order to return to work after you are out sick for any of the above reasons and you must be fever-free for 24 hours following illness. If you need help in securing a doctor's note, contact your HR department and they will help refer you to online resources, a doctor or the health department.

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Personal Hygiene and Facility Cleaning Measures During COVID-19 Risk Period

Date: March 17, 2020

Re: Mold-Rite Plastic Employees

Due to risk of Coronavirus spread, MRP will be putting in place enhanced facility and equipment cleaning including the following:

- MRP will deploy sanitation staff at all facilities to routinely clean door handles, door push pads, hard surfaces, shared computers and scanners and other public areas throughout the factory, warehouse and offices on a routine daily basis.
- Alpet cleaner should be used exclusively to clean product contact production areas and not for general non-product contact area cleaning. Alternative cleaning solutions will be deployed for non-product contact areas of each facility.
- MRP will stage hand sanitizing stations throughout our facilities so long as supply is available
- Please wipe down and clean your workspace on a frequent basis
- As necessary, MRP will utilize third party cleaning services to disinfect areas of our facility
- MRP will develop, equip and deploy internal cleaning response teams as necessary

As a reminder, please follow the CDC prescribed personal hygiene measures at work and at home including the following:

- Wash your hands often with soap and water for at least 20 seconds
- Use an alcohol-based hand sanitizer as necessary
- Avoid touching your eyes, nose and mouth
- Cover your cough or sneezes with a tissue and throw away the tissue
- Avoid shaking hands with people until further notice
- Try to maintain a social distance of at least 6 feet from other people
- Avoid sharing personal items such as water bottles
- Avoid contaminating public areas and maintain common areas in a clean state
- Avoid close contact with large crowds
- Minimize contact with people in general, and in particular with people who are sick



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- Stay home when you are sick
- Clean and disinfect frequently touched objects and surfaces

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Visitor and General Safety Measures During COVID-19 Risk Period

Date: March 17, 2020

Re: Mold-Rite Plastic Employees

In order to maintain the safety of our employees during this crisis, we are taking the following precautionary measures effective immediately:

- Until further notice, non-MRP visitors will be NOT be allowed into our facilities including suppliers, supplier or regulatory auditors, and walk-in interviewees. In addition, we will not allow any employees or visitors into our facility who exhibit symptoms consistent with Coronavirus. Our HR team has reached out to temporary agencies to assure temporary worker agencies mirror MRP policies for dealing with Coronavirus. Until further notice, any non-employee visitors to our facilities must be approved by a member of the executive team.
- We will institute measures at all receiving and shipping locations to protect our dock workers including requiring employees to wear gloves when signing paperwork as well as requiring truck drivers to bring their own pens.
- We will not force MRP employees to travel and will limit travel to “essential” travel only as determined by an executive team member.
- Limit meetings to small groups and handle via phone conference where at all possible.

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THERMAL SCANNING SYSTEMS FOR ALL EMPLOYEES AND VISITORS

With the increasing threat of COVID-19 infection, Mold-Rite has decided to take precautions to further protect our team as we continue to operate our production facilities. Effective immediately, we will be deploying thermal scanning of all employees and visitors upon entry into any of our facilities. Any individual who has a temperature scan above normal human levels (per CDC guidelines) will be prohibited from entering the facility and should contact their doctor for next steps. Remember that a doctor's note is required in order to return to work after you are out sick and you must be fever-free for at least 72 hours following illness. If you do not have a fever or symptoms of illness, you may return to work with a doctor's note clearing you for work.

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We are Mold-Rite!