



CALUMET CARTON COMPANY

Your Partner in Mailing and Packaging Solutions since 1930.

Coronavirus Response Company Update

November 16, 2020

Good afternoon,

Last week on the 11th we reported that four (4) employees are off work due to contact with someone with Covid-19 symptoms or experiencing symptoms themselves.

One of these employees did not experience any symptoms, has tested Negative and returned to work today. A second employee who has not be at work for several weeks initially tested Negative. Due to ongoing symptoms, this employee retested, was Positive and is recuperating at home.

The other two employees remain off work either with symptoms or awaiting test results. Out of precaution, we have asked another three employees to stay out of the plant due to a household member testing positive or awaiting results.

Our plant manager, Bob Byrne began experiencing Covid-19 symptoms last Tuesday night and self quarantined beginning Wednesday to take a Covid test and await results. He has tested Positive and is at home recuperating. Contract tracing revealed Bob caught the infection from a family member. Contract tracing at the plant for the 48 hours prior to his symptoms shows that he properly wore a mask, social distanced with less than 15 minutes of contact with any employee.

With the surge of Coronavirus cases in our area and throughout the United States it is imperative we continue to follow all established protocols in accordance with CDC guidelines and Company policy:

- While on Company premises properly wear your masks at all times. Masks can only be removed in the breakroom while seated and eating or in individual offices when others are not present.
- Throughout the day practice social distancing – stay six (6) feet apart.
- Wash your hands regularly and thoroughly and keep your work area clean and sanitized.
- Use the call-off line and do not report to work if you are exhibiting symptoms, are awaiting test results, or have been in direct contact with infected or suspected infected individuals.

We appreciate everyone's efforts to keep themselves and each other safe.

Thank you. Stay safe and be well.