



# Memorandum

DATE: March 19, 2020

TO: All Employees

FROM: Stephen Emmerson

SUBJECT: How we will work together to keep each other healthy while keeping store shelves stocked

---

Thank you for the feedback and follow up questions many of you have forwarded after my letter of March 13, sharing with you how we are approaching this very unique challenge of the COVID-19 virus.

As times are quickly changing, so are the messages across the media. As I am sure you are aware, the Ontario and Alberta governments have declared a state of emergency in order to slow the spread of COVID-19. Across some media outlets, we are seeing headlines like the one the Toronto Star ran stating “stay home, stay informed”. It is vitally important we take these headlines in context.

Containing this virus is of paramount importance to everyone who works here at Emmerson Packaging, and within our greater community. Health Canada recommends not taking on extra activities and to limit social in-person gatherings. Outside of your normal working hours, it is best to stay home and not go out unless absolutely necessary.

It is important to stay informed, however it is equally important to take a common-sense approach to the messages that are being presented across the news. A vast number of businesses, including those most vital to producing food and hygienic items such as ours, are not affected by any announcements relating to closures. It is essential that core services and products remain available to consumers throughout North America. Manufacturing facilities, grocery stores and many office buildings are remaining open as this is a time when our customers and communities rely on us most.

Without our packaging, our customers can't provide critical food, pet food and towel and tissue products to the market. It is crucial that we do our part to keep the supply chain working, and our customers and communities fed and healthy.

I would like to take this opportunity to emphasize that if you are sick, this is a time to stay at home. If you are exhibiting the symptoms of COVID-19, call your provincial health authority (811 in NS & NB, 613-966-5500 ext. 349 in Ontario)

As previously communicated, our goals are to keep you and your loved ones as healthy and secure as possible and to do our collective best to slow the spread of the virus. We must and will do our best to reduce the load on our community's healthcare resources and ensure we support our customers to the best of our abilities while doing so.

I would like to thank you for understanding that we are a critical part of the supply chain that will keep families fed and cared for across North America, and for continuing to work together as a team and a community.