

COVID-19: How Tilsner Carton Company is Responding

Our top priority is focused on the health and safety of our employees, customers, and suppliers. Tilsner Carton Company is committed to protecting the workplace in the event of an infectious disease outbreak. We understand concerns about Coronavirus (COVID-19) are top of mind, and we want to share information about how we are responding.

What is Coronavirus (COVID-19), Symptoms and Prevention Methods?

The Coronavirus (COVID-19) was first identified in December 2019 in Wuhan, China. It is a respiratory illness and is related to MERS and SARS, both coronaviruses. Symptoms can include fever, cough, and shortness of breath. It is a good reminder for us to pay attention to how we are feeling and how to prevent spreading germs. Hand-washing, not touching your face, and social distancing are good prevention methods. Employees are always encouraged to engage in good hygiene practices while at work, especially hand washing with soap and water or using alcohol-based disposable hand wipes or gel sanitizers.

Please visit the [Center for Disease Control](#) or [World Health Organization](#) websites for the most reliable and current information on Coronavirus (COVID-19).

Current Actions

We have posted signs as reminders to wash hands and cover coughs. In addition, we have made our hand sanitizer and disinfectant materials available for use throughout the facility.

A "No Handshake" policy is now in effect to reduce the spread of illness.

We are limiting outside visitors to only include those necessary for continued operation. Plant tours have been suspended. Outside drivers have been asked to stay in their vehicle while product is loaded/unloaded.

Employees are encouraged to wipe down their workstations regularly. In addition, employees must cover their mouths with a tissue or use the inside of their elbow when they cough.

In the event an employee displays symptoms of illness related to the latest coronavirus or is subject to a quarantine directive, we ask that they stay home until they receive a fitness for duty clearance from their doctor prior to return to work.

If employees have traveled or plan to travel to high risk areas, we are requesting they contact our Human Resources department in advance to ensure we are following recommended return-to-work guidance by local and federal health departments.

In the event an employee is diagnosed with COVID-19, we will cooperate with federal, state, and local health agencies and coordinate appropriate next steps.

Ultimately, we encourage everyone to make responsible, sensible decisions and stay home if they are sick. If you have any questions or concerns, please contact our Human Resources department.